Belgafax 802

User Manual

belgacom

EN

Dear Customer,

With the purchase of this device, you have chosen a quality Belgacom product brand. Their device fulfils the most varied requirements for private use or in your office and business everyday.

For printing purposes, your device utilises the most up-to-date laser technology. A starter cartridge is provided with the device. For this starter cartridge, you do not require any Plug'n'Print card.

You can store up to 200 entries in the telephone book of your device. Your device can store 10 different groups with up to 199 entries.

With the broadcasting key (= Broadcasting) you can add further numbers during the dialing process and send a message quickly and simply to several recipients.

You can send fax messages in different resolutions to one or more recipients or a group. You can also poll faxes and prepare documents for polling.

If you would like to make use of the lower telephone tariffs or if the recipient can be reached at some specific time only, you can send the fax at a later time (= timer function).

Five fax templates, which you can use, are stored in your device. With these templates you can quickly create, for example, a short fax note or an invitation.

The device prints the date and the exact arrival time on every incoming fax received. This allows you to document the exact time at which you have received a fax transmission. A memory buffer in the device ensures that the correct date and time of reception will be maintained even after a power loss.

Select the resolution for text and photo in order to copy documents with your machine. You can also create multiple copies.

You can send SMS messages with your device.

If you want, your device can print Sudoku puzzles in four different difficulty levels with solution.

You can connect the device to your computer (PC with Microsoft Windows 2000 (SP 3) · ME · XP · Vista), and can use it as a laser printer. With ***Scan-to-PDF*** scan the documents with your device and save them directly as PDF files. With the TWAIN scanner driver you can access the device and scan documents from any application which supports this standard.

Edit the telephone book entries of the device from the computer. You can exchange existing entries between the device and Microsoft Outlook or the address books of Windows.

We hope you enjoy your machine and its many functions!

About this User Manual

With the installation guide on the following pages, you can start using your machine quickly and easily. Detailed descriptions can be found in the following sections of this user manual.

Read the entire user manual carefully. Follow all safety instructions in order to ensure proper operation of your machine. The manufacturer accepts no liability if these instructions are not followed.

Symbols Used

Warns about dangers for people, damage to the device or other objects as well as possible loss of data. Injuries or damage can result from improper handling.

This symbol designates tips that will help you to use your device more effectively and easily.

1 General Safety Information

Your device has been tested in conformity with standards EN 60950-1 and IEC 60950-1 and should only be operated with telephone systems and power equipment that meet these standards. The device was built exclusively for use in the indicated sales region.

Do not make any changes or settings that are not described in this user manual.

Setting Up the Machine

The device should rest securely on a stabile, flat surface. If the device should fall, it can be damaged or can cause injury to people, especially small children. Position all cables in such a way that no one will stumble on them, thus avoiding possible injuries to persons or damage to the device itself.

The distance between the device and other devices or objects must be at least 15 centimetres; this also applies to the use of additional cordless telephones. Do not place the device in the vicinity of radios or televisions.

Lock the cover of the device completely into place when opening the device. You could be injured if the cover falls while you are working on the device.

Protect the device against direct sunlight, heat, large temperature fluctuations and moisture. Do not place the device in the vicinity of heaters or air conditioners. Observe the information on temperature and humidity in the technical data.

The device must have sufficient ventilation and may not be covered. Do not put your device in closed cabinets or boxes. Do not place the machine on soft surfaces such as tablecloths or carpets and do not cover the ventilation slits. Otherwise, the device can overheat and catch on fire.

The area in which you operate the device must be adequately ventilated, especially if the device is used frequently. Set up your device in such a way that the flow of the exhaust air stream points away from the work station.

In the event that the device becomes too hot, or if you see smoke coming from the device, you must immediately pull the power cable out of the power socket. Have your device examined by trained professionals at a technical service location. To prevent the spread of fire, open flames should be kept away from the device.

Do not plug in the device in moist rooms. Never touch the mains cable, the mains connection or the telephone socket with wet hands.

Do not allow liquids to enter into the device. Disconnect the device from the power socket if liquids or foreign objects have entered the device and have your device examined by trained professionals at a technical service location.

Do not allow children to handle the device without supervision. The packing materials should be kept out of the hands of children.

The telephone handset of the device is magnetic. Caution, small metallic objects (paper clips) may be retained if placed near or on the telephone handset.

Power Supply

Check whether the mains voltage of your device (indicated on the type label) matches the mains voltage available at the setup location.

Use only the power and telephones cables supplied.

Set up your device so that the power socket is easily accessible. The device does not have an on/off button. In an emergency, disconnect your device from the power supply by pulling the power plug.

Never touch the power or telephone cable if the insulation is damaged.

Disconnect your device from the power and telephone networks during an electrical storm. If this is not possible, do not use the device during an electrical storm.

Before cleaning the surface of your device, disconnect it from the power and telephone networks. Never use liquid, gaseous or easily flammable cleansers (sprays, abrasives, polishes, alcohol).

Only clean the display with a dry, soft cloth. If the display breaks, a mildly corrosive liquid may escape. Avoid all contact with your skin and eyes.

In the event of a power failure, your device will not function; saved data is retained.

Repairs

Should disruptions occur, follow the instructions on the display and on the error report.

Do not make any repairs to the device yourself. Improper maintenance can result in injuries or damage to the device. Only have your device repaired by an authorised service centre.

Do not remove the type label from your device; this would void the warranty.

Consumable Materials

Use only original consumable materials. These are available from Belgacom. Other consumable materials could damage the machine or shorten its service life.

Dispose of old consumable materials according to the waste regulations of your country.

Never open a toner cartridge. If toner dust is released into the air, you should avoid allowing it to contact your skin and eyes. Store both new and used cartridges in a place where they will not come into the hands of children.

Caution when handling toner powder:

If you breathe in toner powder, go into the fresh air immediately. Call a doctor immediately!

If you get toner powder in your eyes, rinse them with a lot of water for at least 15 minutes. Call a doctor immediately!

If you have swallowed toner powder, drink small amounts of water. Try **NOT** to vomit. Call a doctor immediately!

In case of a paper jam, do not forcefully remove the paper, but rather pull it gently out of the device and throw it away carefully: It is possible that the toner may not be completely set on the print-out, and toner dust could be released into the air. Do not inhale the released toner dust. Remove the toner dust from clothing or objects with cold water; hot water would only cause the toner to set.

Laser Safety

Your device operates with laser beams. Only a qualified service technician should open the device and carry out service operations; otherwise there is a risk of eye injuries resulting from both visible and invisible laser radiation.

⚠ Class 1 Laser Product

2 Initial Operation

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Packing Contents

❶ Device
❷ Telephone handset
❸ Spiral cable for telephone handset
❹ Document support
❺ Paper tray
❻ Document outlet tray
❼ Mains cable with plug
❽ Telephone cord
❾ Telephone plug
❿ Starter cartridge

User manual with installation guide (not depicted)

Installation-CD (not depicted)

If one of the parts is missing or damaged, please contact Belgacom.

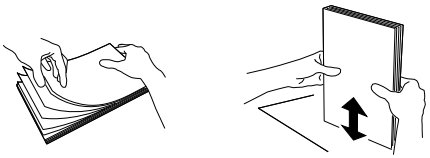
Attaching the Document Support

Insert the document support into the two openings in the cover. The document support should snap securely into place.

Loading Paper

Before you can receive documents or make copies, you must load paper into the device. Please use only appropriate paper in standard format **A4 · 210 × 297 millimetre** · preferably80 g/m^2. Follow the specifications in the technical data.

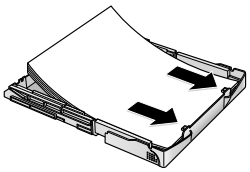
Separate the paper sheets by fanning them out, then align them by tapping edge of the stack lightly against a flat surface. This will prevent several sheets of paper from being drawn in all at once.



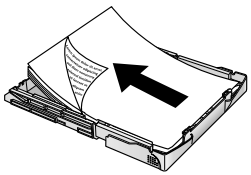
1 Remove the cover from the paper tray.

Initial operation: Please remove the protective cardboard from the paper tray before loading paper and replacing the paper tray into the device.

2 Put in only as much paper as will fit under the raised limit markers on the upper edge of the paper tray (see also the drawings on the cover of the paper tray). You can load up to **250** sheets.

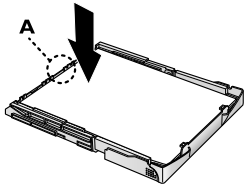


If you would like to print on an input sheet (for example, forms or stationery), place the input sheet face down in the paper tray, with the top of the page toward the rear.



Forms that have been printed out by a laser printer are not suitable for further printing. This can lead to a paper jam.

3 Press the paper down until the lever (**A**) snaps into place at the rear of the paper tray.



4 Place the cover back on the paper tray. Push the paper tray into the device all the way to the stopping point.

⚠ Do not pull out the paper tray while the device is in the process of printing. This can lead to a paper jam.

Extending the Printout and Fax Outlet Tray

Pull the print-out and fax outlet tray out of the paper tray cover.

Attaching the Document Outlet Tray

Insert the document outlet tray into the two openings under the operation panel.

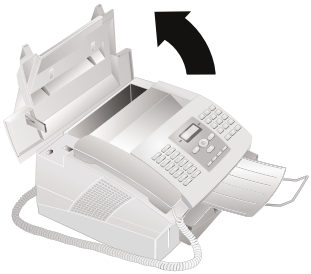
Connecting the Telephone Handset

Plug one end of the spiral cable into the socket on the telephone handset. Insert the other end into the socket designated with the ☎ symbol.

Inserting Starter Cartridge

Before you can receive documents, make copies, or print, a toner cartridge must be inserted into the device. For this reason, a starter cartridge is supplied with the device. The toner level memory for this starter cartridge was set at the factory. The starter cartridge need not be updated with a Plug'n'Print card. For each additional toner cartridge that you insert into your device, you must update the toner level memory with the Plug'n'Print card provided.

1 Open the cover by taking hold of **both** document guides and tipping the cover backward.



⚠ Never open a toner cartridge. If toner dust is released into the air, you should avoid allowing it to contact your skin and eyes. Do not inhale the released toner dust. Remove the toner dust from clothing or objects with cold water; hot water would only cause the toner to set.

2 Take the new toner cartridge from the package.

3 Remove the black protective foil and other packaging material, **but do not yet remove the protective strip from the cartridge**.

4 Shake the new toner cartridge back and forth several times in order to distribute the toner evenly, thereby improving the print quality.

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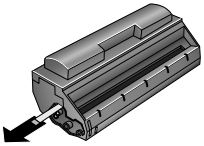
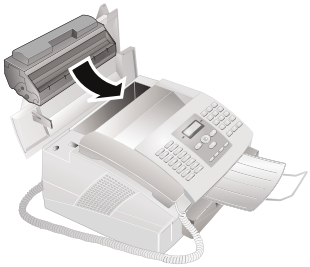
5 **Only after** completely pull off the protection strip located on the left side of the cartridge.



⚠ Once you have removed the protection strip, do not shake the toner cartridge any more. Otherwise, it is possible that toner dust will be released into the air.

6 Place the toner cartridge into your device. The cartridge should snap securely into position.

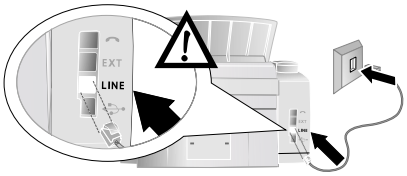


7 Close the cover. Make sure that the cover snaps securely into position on both sides.

Connecting the Telephone Cable

Your device is an analogue fax device (Group 3). It is not an ISDN device (Group 4), and therefore it cannot be operated directly on an ISDN connection. In order to do this, you need either an analogue adapter or a connection for analogue terminals.

Connect the telephone cable to the device by inserting it in the socket designated with **LINE** (RJ-11-Connector). Insert the telephone plug into your PTT line socket.

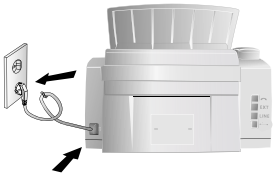


If you connect your device as extension to a telephone system, you must set it for working as an extension (also see Chapter "Telephone connections and additional devices, page 29).

Connecting the Mains Cable

⚠ Check whether the mains voltage of your device (indicated on the type label) matches the mains voltage available at the setup location.

Insert the mains cable into the connection located on the rear side of the device. Connect the mains cable to the electrical socket.



Initial Installation

After you connect your device to the mains, the initial installation commences.

Entering Number

Your name and number are added together with date, time and page number at the top edge of each fax transmission (= header).

1 Enter your number.

To insert special characters and symbols, press **@…**. Select with ▲/▼. Confirm with **OK**.

You can move the cursor using ▲/▼. Use **C** to delete individual characters.

2 Confirm with **OK**.

Entering Name

1 Enter the name using the keys (**A—Z**).

Enter capital letters by pressing and holding ⇧ button. You can enter special characters using ␣.

To insert special characters and symbols, press **@…**. Press **â…** to insert language specific special characters. Select with ▲/▼. Confirm with **OK**.

You can move the cursor using ▲/▼. Use **C** to delete individual characters.

2 Confirm with **OK**.

Entering the Date and Time

1 Enter the date (two digits for each field), for example 3 1 0 5 2 5 for May 31th, 2025.

2 Enter the time, e.g. 1 4 0 0 for 2 pm.

3 Confirm with **OK**.

3 Overview

Overview of the Menu Functions

The following functions are available on your device. There are two ways in which you can call functions.

Navigating in the menu: Press **OK** or one of the two arrow keys ▲/▼ to open the function menu. Page through ▲/▼ menu entries. Use **OK** to select a function. Press **C** to return to the previous menu level. Press ⓥ to close the menu and return to the starting mode.

Calling functions directly: You can call a menu function directly using the function number. Press **OK** and enter the appropriate function number using the numeric keypad. Confirm using **OK**. You will find the function number in the following list.

1 Installation

1 2 Selecting the language ..... page 26
1 3 Entering the date and time ..... page 26
1 4 Entering your telephone number and name ..... page 26
1 5 Configuring telephone lines and services page 29
1 6 Various settings ..... page 27
1 7 Setting the number of rings ..... page 27
1 8 Setting the ring volume ..... page 27
1 9 Setting the fax reception mode ..... page 28

2 Fax

2 1 Reducing transmission speed ..... page 27
2 2 Fax polling ..... page 14
2 3 Polling send ..... page 14
2 4 Sending fax later (= timer function) ..... page 13
2 5 Settings for transmission reports ..... page 27
2 6 Switches Time Stamp On/Off ..... page 27
2 7 Deactivating automatic fax printout ..... page 14
2 8 Settings for fax reception ..... page 27
2 9 Using fax templates ..... page 13

3 SMS

3 1 Sending SMS ..... page 17
3 2 Reading SMS ..... page 17
3 3 Deleting SMS ..... page 17
3 4 Printing SMS ..... page 17
3 5 Settings for sending and receiving SMS .. page 18
3 6 Changing transmitting and receiving numbers ..... page 18

4 Lists and Reports

4 1 List of the available functions ..... page 28
4 2 Printing fax journal ..... page 28
4 3 Printing the telephone book ..... page 28
4 4 Printing the settings ..... page 28
4 5 Printing the jobs list ..... page 15

5 Jobs

5 1 Immediate job execution ..... page 15
5 2 Changing a job ..... page 15
5 3 Deleting a job ..... page 15
5 4 Printing a job ..... page 15
5 5 Printing the jobs list ..... page 15

6 Miscellaneous

6 1 Locking the device ..... page 26
6 2 Installing a new toner cartridge ..... page 31
6 8 Sudoku ..... page 19

Printing Help Pages

Printing the Functions List

You can also print the functions list by pressing **i**, 1 and **OK**.

Printing the Telephone Book

You can also print the telephone book by pressing **i**, 4 and **OK**.

Printing the Fax Templates

You can also print the fax templates by pressing **i**, 8 and **OK**.

Printing Fax Journal

You can also print the fax journal by pressing **i**, 3 and **OK**.

Printing the Job List

You can also obtain a print-out of the jobs list by pressing **i**, 6 and **OK**.

Sudoku: Printing a Game

You can also print a new Sudoku by pressing **i**, 7 and **OK**.

Printing the List of Settings

You can also print the list of settings by pressing **i**, 5 and **OK**.

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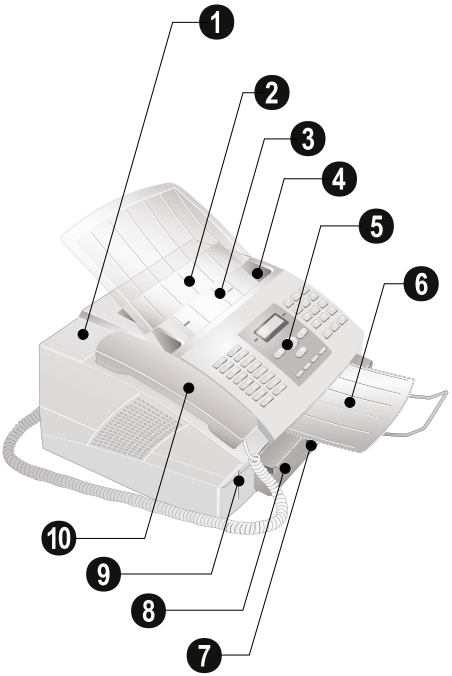
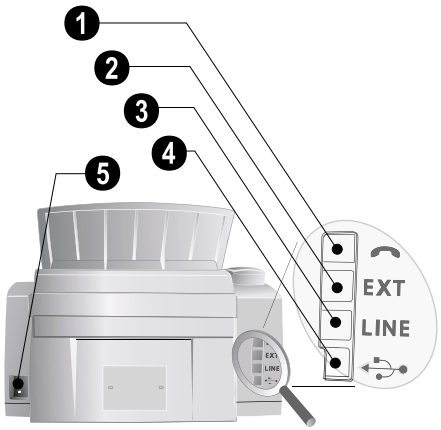
Device Overview

❶ Cover
❷ Document support
❸ Document feed slot
❹ Document guide
❺ Panel with display
❻ Document outlet
❼ Printout and fax outlet (extendable)
❽ Paper tray
❾ Slot for the Plug'n'Print card
❿ Telephone handset with spiral cable



❶ Toner cartridge

❶ ☎ Socket—Connection socket for the telephone handset
❷ **EXT**-Socket—Connection socket for additional devices
❸ **LINE**-Socket—Connection socket for telephone cable
❹ ⇿ socket—USB port for PC
❺ Mains cable socket



Panel with Display

Keys (**A—Z**)—Telephone book register: Calling up telephone book entries / entering letters. Entering capital letters by pressing and holding ⇧ button. Entering a space using ␣. Entering a full stop using **.**. Entering a break using **R**.

@…—Entering special characters (punctuation marks and symbols). Select the entries with ▲/▼. Confirm with **OK**

â…—Entering language specific special characters (special letters). Select the entries with ▲/▼. Confirm with **OK**

⇧—Shift key: entering capital letters / in combination with other keys: calling additional functions

A-Z—Calls up telephone book functions

Red lamp ⚠—If the lamp flashes, please read what is indicated on the display

Green Lamp /✉—It flashes whenever an SMS message has arrived or when a document is waiting to be retrieved from the fax memory.

⊘—Function abort / return to the starting mode / documents eject

C—Returning to the previous menu level / deleting individual digits

▲/▼—Calling the menu functions / navigation within the menu / selecting options / moving the cursor

OK—Calling the menu functions / confirming input

◇—Start a fax transmission or fax reception

COPY—Press twice: making copies automatically. Press once: adjusting copies

i—Print list of functions, jobs, settings / printing fax journal or telephone book / Sudoku: printing a game / printing the fax templates

✉—Calling the SMS menu

—Sending to multiple recipients (= Broadcasting): Sending fax or SMS message to multiple recipients

—Setting higher resolution for faxes and copying (**NORMAL**, —**FINE**, —**SFINE**, —**PHOTO**)

Numeric keys (0—9)—Entering digits

—List of the last ten numbers dialled (= redialling list)

⇧ and —List of last ten callers (= caller list)

—Dialling with the handset replaced

R—Insert short line interruption (Hook Flash) as office index on PABX or for calling special functions in the public telephone network (PSTN)

⇧ and **R**—Inserting dialling pause

Symbols on the LCD Display

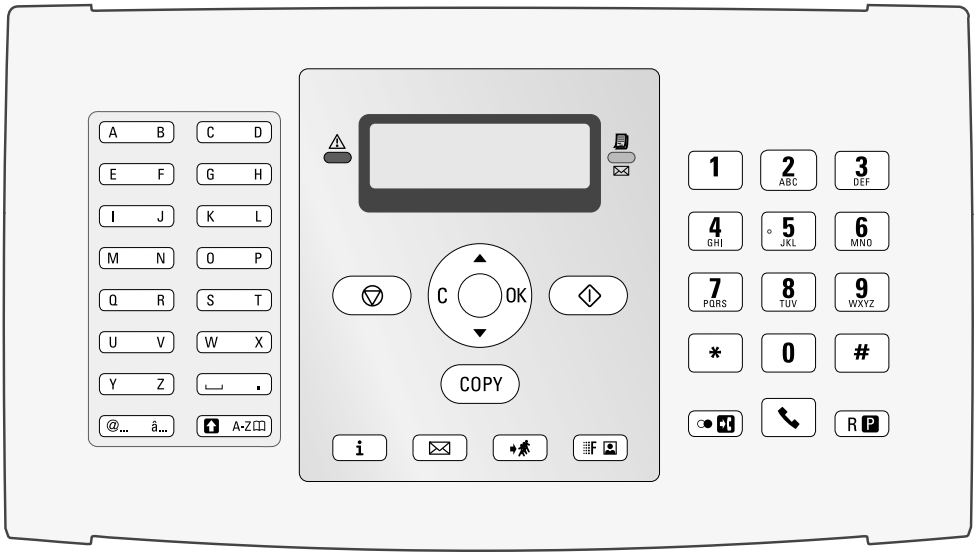
—**SFINE** resolution configured

—**PHOTO** resolution configured

—**FINE** resolution configured

—Incoming calls during absence

✉—Incoming SMS messages



4 Telephone Functions

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For information on how to connect additional telephones and which functions are available to you, please refer the chapter on Telephone Connections and Additional Devices, Page 29.

Making Telephone Calls on the Machine

Dial the desired telephone number. There are multiple ways to do this. Then lift up the handset.

You can also lift up the receiver first, then dial a number. The dialling process begins immediately.

Manual dialling: Dial the desired telephone number with the number pad.

Telephone book register: with the keys (**A—Z**) you can access entries saved in the telephone book. Enter the initial letters or the name of the desired entry. Your device will show you the telephone book entries for the corresponding letters. Select an entry using ▲/▼.

You can also call the telephone book entries by pressing A-Z and select using ▲/▼ SEARCH.

The function Search works even while you are conversing on the telephone.

If you are loading entries from the telephone book, it is possible to edit the numbers after you have loaded them. For example, you can add or delete prefixed numbers or direct dial numbers.

Redial list: Press . Use ▲/▼ to select an entry from the list of the dialled numbers.

Calling List: Press and . Use the ▲/▼ to select an entry from the list of callers.

The Caller Line Identification (CLIP) service can be activated on your telephone line. Please contact Belgacom for information about this service.

Getting outside line

Private branch exchanges (PABX) are typical in many offices and some households. You must dial an outside line access code in order to get a connection to the public telephone network (PSTN) from a PABX.

Enter the outside line access code with which you reach the public telephone network before you enter the desired number or select a stored entry. The outside line access code is usually 0.

In rare cases, the outside line access code may be a different number or a two-digit number. For older telephone systems, the outside line access code can be R (= Flash). Press **R** to enter this outside line access code. If the connection to the public telephone network is not possible, contact your telephone system supplier.

If you operate your device permanently at an extension, store the outside line access code with the 15 function (see page 29).

Chain Dialling

You can combine and edit manually entered digits and saved entries, before the dialling process starts. If you have saved, for example, the telephone number prefix of an inexpensive telephone service provider (call-by-call) as a telephone book entry, select this entry and manually enter the subsequent telephone number or select another saved entry.

Insert Dialling Pause

It may be necessary to insert a dial pause in telephone number, for example, for a direct-inward dialling number, a sub-address or in a long distance number. Press and **R**. The second part of the number is dialled only after a short pause.

Dialling with the Handset Replaced

Press to dial without lifting up the handset. You will hear the dial tone from the loudspeaker; the dialling process will commence immediately.

Telephone Book

Press **i**, 4 and **OK** to print a list of all saved entries and groups in the telephone book.

Call the telephone book functions using A-Z: You can store new entries, search for entries as well as set and edit groups. You can save up to 200 entries in the telephone book of your device.

You can move the cursor using ▲/▼. Use **C** to delete individual characters. Press to close the menu and return to the starting mode.

Saving Entry

1. Press A-Z.
2. Using ▲/▼ select ADD NAME.
3. Confirm with **OK**.
4. Enter the name using the keys (**A—Z**).

   Enter capital letters by pressing and holding button. You can enter special characters using ␣.

   To insert special characters and symbols, press **@…**. Press **â…** to insert language specific special characters. Select with ▲/▼. Confirm with **OK**.
5. Confirm with **OK**.
6. Enter the number using the number pad.
7. Confirm with **OK**.
8. Select the speed for fax transmissions to this recipient. Normally you can select the highest speed. Set a lower transmission speed if you are sending faxes into networks with poor line quality.
9. Confirm with **OK**. The entry is saved.

Edit Entry

1 Press **A-Z**.

2 Using ▲/▼ select MODIFY.

3 Confirm with **OK**.

4 Enter the initial letters or select the entry you would like to change with ▲/▼.

5 Confirm with **OK**.

6 Change the stored name, the number and the transmission speed.

7 Confirm the changes by pressing **OK**.

Deleting an Entry

1 Press **A-Z**.

2 Using ▲/▼ select CANCEL.

3 Confirm with **OK**.

4 Enter the initial letters or select the entry you would like to delete with ▲/▼.

5 Confirm with **OK**.

6 Confirm the deletion with **OK**.

Groups

You can combine several telephone book entries into a group. A message is sent to all members of this group in succession. Your device can store 10 different groups with up to 199 entries.

Creating Group

1 Press **A-Z**.

2 Using ▲/▼ select ADD LIST.

3 Confirm with **OK**.

4 Enter a name for the group.

5 Confirm with **OK**.

6 Press **A-Z** and add entries from the telephone book. Enter the initial letters or select using ▲/▼.

7 Confirm with **OK**.

8 Press **A-Z** and add additional recipients to the group.

9 Press **OK** to end the input.

10 Enter a group number from 1 to 9.

11 Confirm with **OK**. The group is now saved.

Edit Group

1 Press **A-Z**.

2 Using ▲/▼ select MODIFY.

3 Confirm with **OK**.

4 Using ▲/▼ select the group you would like to edit.

5 Confirm with **OK**.

6 If necessary, enter a new name for the group.

7 Confirm with **OK**.

8 You can delete or add entries. Use **C** to delete individual recipients. Press **A-Z** to add a recipient from the telephone book.

9 Confirm with **OK**.

10 If necessary, enter a new number for the group.

11 Confirm with **OK**.

Deleting a Group

1 Press **A-Z**.

2 Using ▲/▼ select CANCEL.

3 Confirm with **OK**.

4 Select the group that you would like to delete.

5 Confirm with **OK**.

6 Confirm the deletion with **OK**.

Caller Line Identification (CLIP)

The number of the incoming call appears on the display. In order for this function to work, Caller Line Identification Presentation (CLIP) must be activated for your telephone line. Please contact Belgacom for information about this service.

Missed Calls

If you receive a telephone call during your absence, the symbol will appear. The caller's number will appear in the display. Your device will store the telephone numbers of the last 10 calls.

1 Press simultaneously and

2 Use the ▲/▼ to select an entry from the list of callers. New entries are marked with a star *.

3 To call back, pick up the handset.

If the number of the rings has been set to 0 with function 17, then the telephone numbers of callers who have directed their calls to additionally connected telephones are not shown.

EN

5 Fax

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Press **i**, 3 and **OK** to print the fax journal of the last 30 transmissions.

Do not insert any documents into the machine that...

... are wet, have been edited with correction fluid, are soiled or have a coated surface.

... are written on with a soft pencil, with paint, chalk or charcoal.

... originate from newspapers or magazines (printing ink).

... are held together with office or notebook staples or with tape or glue.

... are pasted with note papers.

... are creased, crumpled or torn.

As much as possible, use fax documents printed with darker coloured text (black or dark-blue). Yellow, orange and green are not suitable.

Sending a Fax

Use documents with size **A4 · 210×297 millimetres** with 60–90 g/m^2. Do not use any documents that are smaller than **A4**. You can insert up to **20** documents at a time.

The contrast setting is automatically adjusted to the document. If you would like to specify the contrast yourself, use function 24 Sending Fax Later (page 13).

1 Insert the documents face down into the document feeder. The lower most document will be fed in first. You can insert up to 20 documents at a time.

2 Push the document guide inwards, so that it lies level on the documents.

Press ⊘ to eject the documents without sending them.

3 Set the desired resolution. You can choose between **NORMAL** (for documents without special features), **/FINE** (for texts with small print or drawings), **/SFINE** (for documents with many details) und **/PHOTO** (for photos). Press . The symbol of the selected resolution appears in the display.

With function 16, you can select the default resolution setting (also see chapter Set Resolution, page 26).

4 Dial the desired number. There are several ways to do this:

5 Press ◈.

If the subscriber is busy, the device dials the number again after some time. Press ⊘, in order to cancel the transmission process. After the transmission, the machine prints out a transmission report depending on the settings.

Manual dialling: Dial the desired telephone number with the number pad.

Telephone book register: with the keys (**A—Z**) you can access entries saved in the telephone book. Enter the initial letters or the name of the desired entry. Your device will show you the telephone book entries for the corresponding letters. Select an entry using ▲/▼.

You can also call the telephone book entries by pressing A·Z and select using ▲/▼ SEARCH.

The function Search works even while you are conversing on the telephone.

If you are loading entries from the telephone book, it is possible to edit the numbers after you have loaded them. For example, you can add or delete prefixed numbers or direct dial numbers.

Redial list: Press . Use ▲/▼ to select an entry from the list of the dialled numbers.

Calling List: Press and . Use the ▲/▼ to select an entry from the list of callers.

The Caller Line Identification (CLIP) service can be activated on your telephone line. Please contact Belgacom for information about this service.

Manually Sending a Fax

1 Insert the document.

2 Enter the desired number using the numeric keypad or select a saved entry.

3 Press .

4 Press ◈.

Direct Inward Dialling or Selecting Sub-address

You can send a fax to a direct-inward dialling number or a sub addressor or call from a direct-inward dialling number or sub address - for example to use a certain service of a fax database provider. For this purpose, attach the direct-inward dialling number or sub address with a short dialling pause to the fax number.

1 Enter the desired number using the numeric keypad or select a saved entry.

2 Press ⬆ and **R**.

3 Enter the direct-inward dialling number or sub address.

4 Press ◇. The direct-inward dialling number or sub address is dialled only after a short pause.

Listening while a connection is established

You can listen while a connection is established, for example if a fax transmission constantly fails.

Enter the desired number using the numeric keypad or select a saved entry. Press [ ].

Hands-free operation is not possible with this function. You cannot answer if the subscriber picks up.

Broadcasting

You can send one fax to multiple recipients in succession.

Entering Recipients Individually

1 Insert the document.

2 Enter the desired number using the numeric keypad or select a saved entry.

3 Press 👤.

4 Enter the next telephone numbers. Between the individual recipients, press 👤. You can enter up to 10 recipients.

5 Press ◇. The device transmits the fax message successively to all recipients.

You can interrupt the process at any time, by pressing ⊘.

Sending a Fax to a Group

1 Insert the document.

2 Enter the initial letters or select a group using ▲/▼.

You can also call the groups by pressing A-Z and select using ▲/▼ SEARCH.

3 You can enter additional groups or individual numbers. Press 👤.

4 Enter the next telephone numbers. Between the individual recipients, press 👤. You can enter up to 10 recipients.

5 Press ◇. The device transmits the fax message successively to all recipients.

You can interrupt the process at any time, by pressing ⊘.

If your machine cannot reach a recipient, the fax message is sent to the other recipients. After the machine has called all recipients, it once again dials the numbers that previously could not be reached.

Sending Fax Later (= Timer Function)

If you would like to make use of the lower telephone tariffs or if the recipient can be reached at some specific time only, you can send the fax at a later time – within 24 hours.

1 Insert the document.

2 Press **OK**, [2] [4] and **OK**.

3 Enter the desired number using the numeric keypad or select a saved entry.

You can enter further recipients. Between the individual recipients, press 👤.

4 Confirm with **OK**.

5 Enter the time, at which the document should be transmitted, e.g. [1] [4] [0] [0] for 2 pm.

6 Confirm with **OK**.

7 Using ▲/▼, select the desired contrast.

8 Confirm with **OK**. After a short warm up phase, the device will read the document into the memory and will send out the fax at the specified time.

To cancel a scheduled fax transmission, simply delete the document from the jobs list (also see chapter Jobs, page 15).

Using Fax Templates

You can also print the fax templates by pressing i, [8] and **OK**.

Five fax templates, which you can use, are stored in your device. With these templates you can quickly create, for example, a short fax note or an invitation.

1 Press **OK**, [2] [9] and **OK**.

2 Use ▲/▼ to select the template you would like to print.

3 Confirm with **OK**. The device prints the template.

4 Fill the template and send it to the desired recipient per fax.

Fax Reception

The built-in fax switch of your device distinguishes between fax messages and telephone calls. You have different options available (also see chapter Setting the Fax Reception Mode, page 28).

If you have not changed the factory settings, received faxes will be printed out automatically. If there is no paper or toner in your device, the device will store incoming fax transmissions in its memory. The green lamp 🖹/✉ on the panel will flash whenever there is a fax present in the memory. After you have loaded paper into the device or inserted a new toner cartridge, the saved messages are printed.

The fax memory can store up to 400 pages. Follow the specifications in the technical data.

⚠ If the message memory is full, no additional messages can be received.

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Receiving Fax Manually

Select manual reception under fax reception mode (see Chapter Setting the Fax Reception Mode, page 28). The device will not receive faxes on its own. This setting is useful, when you want to receive faxes via a modem connected to a computer. You can start fax reception manually, by pressing ◈.

Time Stamp

The device prints the date and the exact arrival time on every incoming fax received. This allows you to document the exact time at which you have received a fax transmission. A memory buffer in the device ensures that the correct date and time of reception will be maintained even after a power loss.

If the time stamp function is activated, incoming faxes will be stored in the fax memory. As soon as the last page has arrived, the arrival time is stored and the device prints out all the pages. You can turn this function off (also see chapter Switches Time Stamp On/Off, page 27).

Deactivating Automatic Fax Printout

You can secure your fax reception with a code. In that case, incoming faxes are not printed out, but rather are stored in the fax memory. Only after entering a PIN code can you print out these fax transmissions.

Entering the PIN Code

If you have already saved a code, the device will ask you to provide the old code first before you can enter a new code.

1 Press **OK**, 2 7 and **OK**.
2 Using ▲/▼ select ANSWER CODE.
3 Confirm with **OK**.
4 Enter a four-digit PIN code.

⚠ Note down your PIN code in a safe place. Should you forget the PIN code, the device must be reset to factory settings, in order to be able to access it again. All personal settings will be deleted.

5 Confirm with **OK**.

Switching On and Off

1 Press **OK**, 2 7 and **OK**.
2 Using ▲/▼ select ACTIVATION.
3 Confirm with **OK**.
4 Enter the four-digit PIN code.
5 Confirm with **OK**.
6 Use ▲/▼ to select whether you would like to turn the function on or off.
7 Confirm with **OK**.

Printing Out Fax Transmissions

1 Press **OK**, 2 7 and **OK**.
2 Using ▲/▼ select PRINT.
3 Confirm with **OK**.
4 Enter the four-digit PIN code.
5 Confirm with **OK**. The stored fax transmissions are printed out and deleted from the memory.

Polling Faxes

With the fax polling function, you can retrieve faxes that lie ready in the dialled fax machine. You can also provide documents on your machine to be polled by others.

Polling Faxes Directly

1 Press **OK**, 2 2 and **OK**.
2 Enter the desired number using the numeric keypad or select a saved entry.
3 Press ◈.

Time-Deferred Polling

1 Press **OK**, 2 2 and **OK**.
2 Enter the desired number using the numeric keypad or select a saved entry.
3 Confirm with **OK**.
4 Enter the time, at which the document should be polled, e.g. 1 4 0 0 for 2 pm.
5 Confirm with **OK**.
6 The device is now in standby mode. You can continue to carry on telephone conversations or send other fax transmissions during this time.

To cancel a scheduled fax transmission, simply delete the document from the jobs list (also see chapter Jobs, page 15).

Polling Send of Faxes

1 Insert the document.
2 Press **OK**, 2 3 and **OK**.
3 Using ▲/▼ select SIMPLE or MULTIPLE. With the setting SIMPLE, the document can be polled only once. If you select MULTIPLE, the document can be freely polled any number of times.
4 Confirm with **OK**.
5 Using ▲/▼, select the desired contrast.
6 Confirm with **OK**. After a short warm up phase, the device will store the document in the fax memory.

To cancel a scheduled fax transmission, simply delete the document from the jobs list (also see chapter Jobs, page 15).

Jobs

You can also obtain a print-out of the jobs list by pressing **i**, 6 and **OK**.

All messages that have just been sent, that have been prepared for polling or that are to be sent at a later time are present on in the jobs list.

Jobs appear in the display one-at-a-time. After the job number and job status indicator, you will find the fax number to which a fax is to be sent or from which it is to be polled. Documents on the jobs list can fall into the following categories with regard to their status:

TX—Time-Deferred Sending

DOC—Polling send

POL—Time-delayed Fax Polling

TR.—Job in progress

SMS—SMS transmission

Press ⊘ to close the menu and return to the starting mode.

Immediate Job Execution

1. Press **OK**, 5 1 and **OK**.
2. Using ▲/▼ select the job that you would like to execute immediately.
3. Confirm with **OK**. The transmission or polling will commence immediately.

Changing a Job

1. Press **OK**, 5 2 and **OK**.
2. Using ▲/▼ select the job that you would like to modify.
3. Confirm with **OK**.
4. Enter the desired changes and confirm by pressing **OK**.

Deleting a Job

1. Press **OK**, 5 3 and **OK**.
2. Using ▲/▼ select the job that you would like to delete.
3. Confirm with **OK**.
4. Confirm the deletion with **OK**.

Printing a Job

1. Press **OK**, 5 4 and **OK**.
2. Using ▲/▼ select the job that you would like to print out.
3. Confirm with **OK**.

Printing the Job List

Press **OK**, 5 5 and **OK**. The device will print out a list of all pending jobs.

6 Copier

EN

Inserting Documents

Use documents with size **A4 · 210×297 millimetres** with 60–90 g/m². Do not use any documents that are smaller than **A4**. You can insert up to **20** documents at a time.

1 Insert the documents face down into the document feeder. The lower most document will be fed in first. You can insert up to 20 documents at a time.

2 Push the document guide inwards, so that it lies level on the documents.

Press ⓧ to eject the documents without copying them.

3 Set the desired resolution. You can choose between **/FINE** (for documents without special features), **F/SFINE** (for documents with many details) and **/PHOTO** (for the highest resolution). Press F. The symbol of the selected resolution appears in the display.

With function 16, you can select the default resolution setting (also see chapter Set Resolution, page 26).

Making a Copy

Press **COPY** twice. The copy is created.

Adjusting Copies

1 Press **COPY**.

2 Enter the number of times you would like to copy the document (maximum of 99 copies).

3 Confirm with **OK**.

4 Select the desired resolution using ▲/▼. You have a higher resolution available to you for copying than you have for fax transmissions.

RESOL.:FAST—For documents without special features

RESOL.:QUALITY—For documents with small print or drawings

RESOL.:PHOTO—For the highest resolution

5 Confirm with **OK**.

6 You can make copies of the document that are enlarged or that are compressed in size. Size compression is possible down to 25 percent of the size of the original, and enlargements of up to 400 percent can be made. Enter the the desired value using the numeric keypad.

7 Confirm with **OK**.

8 Using ▲/▼, select the desired contrast.

9 Confirm with **OK**. The copy is created.

7 SMS

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SMS Requirements

Your device is preset for using the SMS (Short Messaging Service) services. Caller identification (CLIP) must be activated for the SMS to work. It is possible that you will not be able to send and receive SMS messages from a private branch exchange. Please contact Belgacom for information about this service.

Sending SMS

1 Press ✉.

2 Using ▲/▼ select SEND SMS.

3 Confirm with **OK**.

You can also call the function by pressing **OK**, 3 1 and **OK**.

4 Enter the text using the keys (**A—Z**). You can enter 160 characters.

Enter capital letters by pressing and holding ⇧ button. You can enter special characters using ␣.

To insert special characters and symbols, press **@…**. Press **â…** to insert language specific special characters. Select with ▲/▼. Confirm with **OK**.

You can move the cursor using ▲/▼. Use **C** to delete individual characters. Press **COPY** to print the message before sending it.

5 Press ✉.

6 Enter the desired number using the numeric keypad or select a saved entry.

7 Confirm with **OK**.

8 With a sub-address, you send an SMS message to a certain fax machine that is connected to a telephone line along with several other devices. If the recipient has a sub-address, enter it here.

9 Press ✉. The message is sent.

Sending to Multiple Recipients (= Broadcasting)

1 Press ✉.

2 Using ▲/▼ select SEND SMS.

3 Confirm with **OK**.

You can also call the function by pressing **OK**, 3 1 and **OK**.

4 Enter the text as described under Sending SMS.

5 Press ✉.

6 Enter the desired number using the numeric keypad or select a saved entry.

7 Press ☎.

8 Enter the next telephone numbers. Between the individual recipients, press ☎. You can enter up to 10 recipients.

9 Press ✉. The message is sent.

Receiving SMS Messages

When you have received an SMS, the green light 🗐/✉ will shine on your device, and the ✉ symbol will appear on the display. Received SMS messages are printed out automatically. If you have turned the automatic printing function off, the SMS messages will be stored. Your device can store up to 30 SMS messages.

If you use an additional device with SMS function on the same line, the handset number (sub-address) might be different.

Reading SMS Messages

1 Press ✉.

2 Using ▲/▼ select READ SMS.

3 Confirm with **OK**.

You can also call the function by pressing **OK**, 3 2 and **OK**.

4 Using ▲/▼ select the SMS that you would like to read. Unread SMS messages are marked with a star *****.

5 Confirm with **OK**.

Printing SMS Messages

1 Press ✉.

2 Using ▲/▼ select PRINT SMS.

3 Confirm with **OK**.

You can also call the function by pressing **OK**, 3 4 and **OK**.

4 Using ▲/▼ select the SMS that you would like to print.

SELECTED—Using ▲/▼ select the message that you would like to print.

NEW—Prints all unread SMS messages

ALL—Prints all received SMS messages

5 Confirm with **OK**.

Deleting SMS Messages

Your device can store up to 30 SMS messages. If the message memory is full, the device cannot receive any more messages. Delete SMS messages to free up memory.

1 Press **OK**, 3 3 and **OK**.

2 Using ▲/▼ to select the SMS message you would like to delete.

SELECTED—Using ▲/▼ select the SMS that you would like to delete.

ALREADY READ—Deletes all read SMS messages

ALL—All SMS messages will be deleted.

3 Confirm with **OK**.

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Modifying the Settings

You can move the cursor using ▲/▼. Press **C** to return to the previous menu level. Press ⓥ to close the menu and return to the starting mode.

Changing Transmitting and Receiving Numbers

All numbers that you need to send and receive SMSs are stored in your device. In case you moved to another telephone service provider, you must change these numbers. You can also receive SMS messages through a second service provider.

1 Press **OK**, 3 6 and **OK**.

2 Using ▲/▼ select SMS CENTER 1.

You can also receive SMS messages through a second service provider. Select SMS CENTER 2. Modify the number for receiving SMS as described under step **10**.

3 Confirm with **OK**.

4 Using ▲/▼ select SEND No.

5 Confirm with **OK**.

6 Enter the number for sending SMSs.

7 Confirm with **OK**.

8 Using ▲/▼ select RECEIVE No.

9 Confirm with **OK**.

10 Enter the number for receiving SMSs.

11 Confirm with **OK**.

Sending the Sender's Name

You can set whether or not your name should be sent with each SMS message—identifying you as the sender. You can enter and save you name with the function 14 (also see chapter Entering Your Telephone Number and Name, page 26).

1 Press **OK**, 3 5 and **OK**.

2 Using ▲/▼ select SENDER NAME.

3 Confirm with **OK**.

4 Use ▲/▼ to select whether you would like to turn the function on or off.

5 Confirm with **OK**.

Switching Notification Tone On/Off

You will hear a notification tone whenever an SMS message has arrived. You have the option of turning this function off.

1 Press **OK**, 3 5 and **OK**.

2 Using ▲/▼ select BEEP SMS.

3 Confirm with **OK**.

4 Use ▲/▼ to select whether you would like to turn the function on or off.

5 Confirm with **OK**.

Switching Automatic Printing On/Off

You can deactivate the automatic printing of SMS messages.

1 Press **OK**, 3 5 and **OK**.

2 Using ▲/▼ select AUTO PRINT.

3 Confirm with **OK**.

4 Use ▲/▼ to select whether you would like to turn the function on or off.

5 Confirm with **OK**.

8 Fun and Games

Sudoku

You can also print a new Sudoku by pressing **i**, 7 and **OK**.

Sudoku is a Japanese number puzzle. The game has 3 × 3 squares divided into 3 × 3 fields. Depending on the difficulty level, lesser or more digits are already given at the beginning of the game. The aim of the game is to fill digits from 1 to 9 in the game field is such a way that each digit appears only once in a row, a column and each of the nine blocks. There is only one solution.

The solution of the last printed game is saved. The solutions of earlier games are no longer available.

Printing a Game

1. Press **OK**, 6 8 and **OK**.
2. Using ▲/▼ select NEW.
3. Confirm with **OK**.
4. Using ▲/▼ select the difficulty level.
5. Confirm with **OK**.
6. Enter, how many copies of the Sudoku you would like to print (maximum 9 copies).
7. Confirm with **OK**.
8. Using ▲/▼ select if you would like to print the solution.
9. Confirm with **OK**.

Printing the Last Game Again

1. Press **OK**, 6 8 and **OK**.
2. Using ▲/▼ select LAST.
3. Confirm with **OK**.
4. Enter, how many copies of the Sudoku you would like to print (maximum 9 copies).
5. Confirm with **OK**.
6. Using ▲/▼ select if you would like to print the solution.
7. Confirm with **OK**.

Printing the Solution

1. Press **OK**, 6 8 and **OK**.
2. Using ▲/▼ select SOLUTION.
3. Confirm with **OK**.

Sudoku for Every Day

You can have a new Sudoku automatically printed each day.

1. Press **OK**, 6 8 and **OK**.
2. Using ▲/▼ select AUTO.
3. Confirm with **OK**.
4. Using ▲/▼ indicate whether you would like to turn printing on or off.
5. Confirm with **OK**.
6. Enter the time, e.g. 1 4 0 0 for 2 pm.
7. Confirm with **OK**.
8. Using ▲/▼ select the difficulty level.
9. Confirm with **OK**.
10. Enter, how many copies of the Sudoku you would like to print (maximum 9 copies).
11. Confirm with **OK**.
12. Using ▲/▼ select if you would like to print the solution.
13. Confirm with **OK**.

You can turn off the daily Sudoku print by selecting the function as described above and by switching off the automatic printing under point 4.

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9 PC Connection

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Requirements

⚠ You can connect your device to a PC (Microsoft Windows operating system). The device is not compatible with Linux or Apple Macintosh.

Your computer must meet the following minimum requirements:

Processor
Pentium II-Processor with:
800 MHz for Windows 2000 (SP 3) · ME
1 GHz for Windows XP · Vista 32bit

RAM
128 MB for Windows 2000 (SP 3) · ME
192 MB for Windows XP
512 MB for Windows Vista Home
1.024 MB for Windows Vista Premium · Business · Ultimate

Operating System
Windows 2000 (SP 3) · ME · XP · Vista

Free Hard Drive Space
260 MB of free hard drive space

Connection
USB 1.1 · USB 2.0 Full Speed

Should problems with the PC connection arise, have the following information to hand when you contact technical customer services: hardware configuration of your computer, operating system installed and security programmes used (anti-virus programmes, firewall). Then we can help you more quickly.

Installing the Software

⚠ **First** install the software. The device may not be connected to the PC before this. After the software installation, the PC must be restarted. **Only then** should you connect your PC and the device with a USB cable.

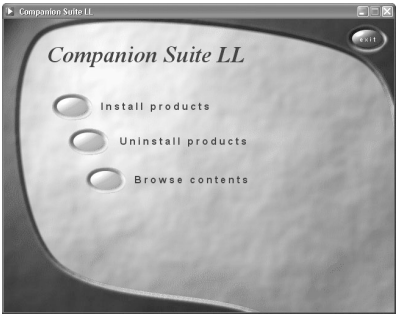
On the installation CD supplied with your device, you will find the ***Companion Suite LL*** and ***Scan-to-PDF***. With the ***Companion Suite LL***, you can access the address book of the device from your computer and add or edit entries. You can also alter your device settings as well as checking the toner level of the toner cartridge. With ***Scan-to-PDF*** scan the documents with your device and save them directly as PDF files.

1 Close all open programs and applications before beginning the installation process. Place the installation CD in the CD-ROM drive of your computer. The program will start automatically.

If the program does not start automatically, select the CD-ROM drive in the Windows Explorer and start the program ***Setup.exe*** with a double-click.

2 The ***Companion Suite LL*** window appears on the screen. You can install or uninstall ***Companion Suite LL***. Click on ***Install products***.

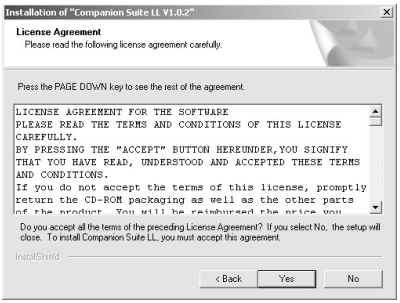
Click on ***Browse contents*** to view the files on the installation CD.



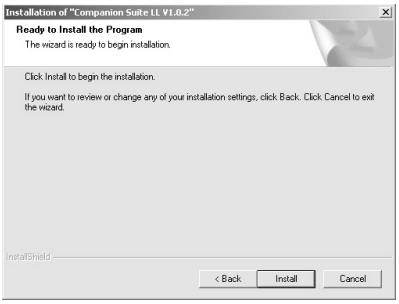
3 By selecting ***Companion Suite LL***, you will install ***Companion Suite LL*** and ***Scan-to-PDF***, as well as the drivers for the printer and scanner. By selecting ***Adobe Acrobat Reader*** you will install ***Acrobat Reader***. Click on ***Companion Suite LL***.

4 Your computer will now prepare for the installation process. Then a window will appear on the screen in which you may start the installation process. Click on ***Next***.

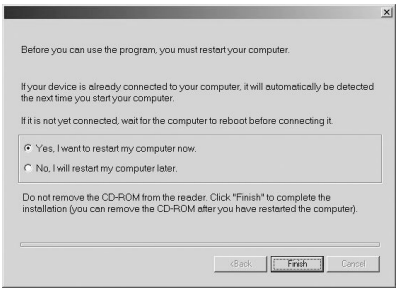
5 Next you will be asked to accept the licensing conditions. Click on ***Yes***.


Installation of "Companion Suite LL V1.0.2"
License Agreement
Please read the following license agreement carefully.
Press the PAGE DOWN key to see the rest of the agreement.
LICENSE AGREEMENT FOR THE SOFTWARE
PLEASE READ THE TERMS AND CONDITIONS OF THIS LICENSE CAREFULLY.
BY PRESSING THE "ACCEPT" BUTTON HEREUNDER,YOU SIGNIFY THAT YOU HAVE READ, UNDERSTOOD AND ACCEPTED THESE TERMS AND CONDITIONS.
If you do not accept the terms of this license, promptly return the CD-ROM packaging as well as the other parts
Do you accept all the terms of the preceding License Agreement? If you select No, the setup will close. To install Companion Suite LL, you must accept this agreement.
InstallShield
< Back
Yes
No

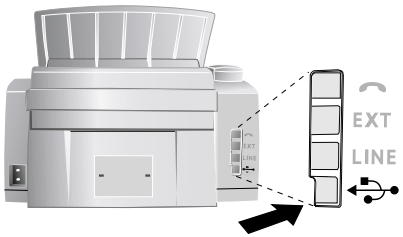
6 The program can now commence with the installation. Click on ***Install***.


Installation of "Companion Suite LL V1.0.2"
Ready to Install the Program
The wizard is ready to begin installation.
Click Install to begin the installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
InstallShield
< Back
Install
Cancel

7 At the conclusion of the install process you must restart your computer. Make your selection as to whether the computer should restart automatically or whether you would like to restart the computer yourself at a later time. Click on ***Finish***.


Before you can use the program, you must restart your computer.
If your device is already connected to your computer, it will automatically be detected the next time you start your computer.
If it is not yet connected, wait for the computer to reboot before connecting it.
Yes, I want to restart my computer now.
No, I will restart my computer later.
Do not remove the CD-ROM from the reader. Click "Finish" to complete the installation (you can remove the CD-ROM after you have restarted the computer).
< Back
Finish
Cancel

8 **Only after** the restart, connect the device to your PC with a typical USB cable. The USB port of your device can be found on the rear side.



9 Your device is detected as a new peripheral device and registered.

10 If your operating system is Windows XP (Service Pack 2), an additional window will appear during the final installation. Select ***No, not this time***, and click on ***Next***.

11 Under Windows XP, select ***Install software automatically*** during the final installation and click on ***Next***.

Using Companion Suite

You can start the ***Companion Suite LL*** either by clicking on the ***Companion Director*** icon on your desktop or by selecting ***Start*** > ***Programs*** > ***Companion Suite LL*** > ***Companion Suite LL*** > ***Companion Director*** from the Start menu.

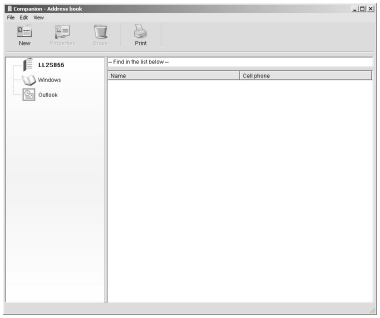
You can change the look of the start menu by clicking with the right mouse button.

Click on ***Address book*** to edit the telephone book of your device. Click on ***Settings*** to change the basic settings of your device. Under ***Status***, you can select the settings for the display of the toner level as well as for the application ***Scan-to-PDF***. If you would like to create PDF files out of scanned documents, click on the large icon ***Scan To*** in the middle of the start menu.

Editing the Telephone Book

With ***Companion Suite LL***, you can edit the telephone book entries of the device and in the Windows address book as well as in Microsoft Outlook.

1 Click on ***Address book***.



2 To edit the telephone book entries, select the device. You can add new entries or groups to your telephone book and edit or delete these entries as well as printing out a list of all entries.

You can exchange existing entries between the address books of Windows, Microsoft Outlook and your device. In the right menu window, select the entry you would like to copy to a different address book. Hold down the mouse button to drag this entry to the address book in the left window to which you would like to copy the entry.

Add an Entry

1 To add a new entry, select ***New***. You can choose whether to add a single entry or a group.

2 Enter the name and number and select the transfer speed for fax transmissions to this recipient (also see chapter Telephone Book, page 10). Confirm with ***OK***.

Edit Entry

1 Select the entry that you would like to edit and click on ***Properties***.

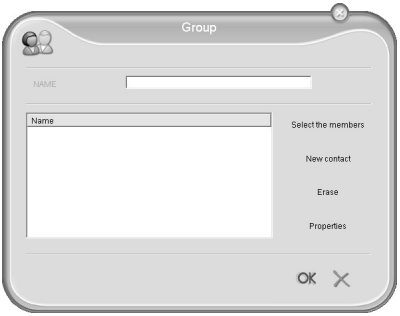
2 Modify the name or the number.

3 Confirm with ***OK***.

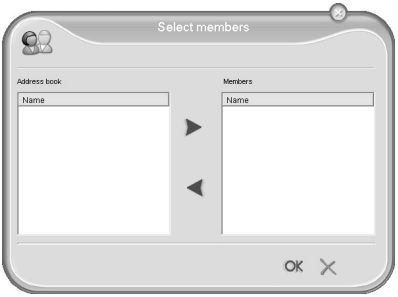
Add a Group

1 Enter the name of the group.

2 Click on ***Select the members*** to add new entries to the group.



3 Add new members to the group using the arrow buttons.



4 Confirm with ***OK***.

Edit Group

1 Select the group that you would like to edit.

2 Choose ***Select the members*** to add new entries to the group or remove entries from the group. Click on ***Erase*** to delete the entire group.

3 Confirm with ***OK***.

Archiving the Telephone Book

With the address book of the ***Companion Suite LL*** you can save the telephone book entries of your device to your PC or load saved entries (file format *.csv).

Click on ***File*** > ***Export*** to save the telephone book entries. You can select the directory in which you would like to save the file.

Click on ***File*** > ***Import*** to add entries to the address book. Select the file you would like to import; the entries are added to the existing entries.

The data in the file must be separated by semicolons (;).

Modifying the Settings

Settings on the Device

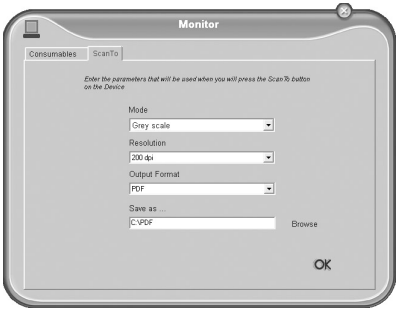
1 Click on the ***Settings*** button to modify the basic settings of your device. Among other setting, you can enter your name and number, set the date and time, select the connection type and set the parameters for the device. You can also configure the security codes for the fax memory and keyboard lock.

2 Confirm with ***OK***.

Settings for Scan-to-PDF

1 Click on ***Status***.

2 Selecting the register ***ScanTo***.



3 Configuring the desired settings for Scan-to-PDF.

Mode—Scan in the black-and-white mode (also called "barcode mode") or in the grey tone mode.

Resolution—Select the scan resolution

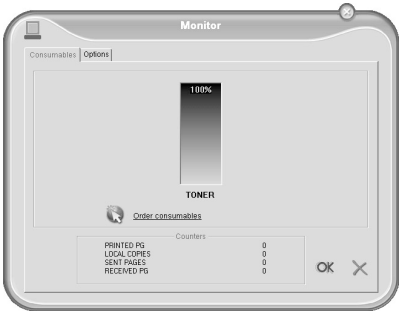
Output Format—Selecting the output format

Save as ...—Selecting the path in which to save

4 Confirm with ***OK***.

Displaying the Toner Level

Click on ***Status***. The toner level of the toner cartridge is indicated by a percentile value between 100 percent (full) and 0 percent (empty).



Printing from Computer

When you install the ***Companion Suite LL*** on your computer, the device is also installed as a printer under Windows. In the print menu under ***Start*** > ***Settings*** > ***Printers***, you will find your device listed as ***Laser Printer Scanner***.

You can access your device from any program and use it to make black-and-white print-outs just as you would use any other printer. Simply select the ***Laser Printer Scanner*** as your printer.

The ***Laser Printer Scanner*** is installed as the default printer for all programs on your computer.

Click in the Print menu on ***Properties*** to edit the print settings. You can set whether to print in letter or landscape format and how many pages should be printed on a single sheet. Change the print order to print the last page of your document first. A long document is then output sorted; the first page lies on top.

Scanning

Scan-to-PDF

With ***Scan-to-PDF*** scan the documents with your device and save them directly as PDF files. Configuring the necessary settings in the ***Status*** menu (also see chapter Settings for Scan-to-PDF, page 23).

Use documents with size **A4 · 210×297 millimetres** with 60–90 g/m². Do not use any documents that are smaller than **A4**. You can insert up to **20** documents at a time.

1 Insert the documents face down into the document feeder. The lower most document will be fed in first. You can insert up to 20 documents at a time.

2 Push the document guide inwards, so that it lies level on the documents.

You can interrupt the process at any time, by pressing ⊘.

3 Start the program ***Scan-to-PDF*** by clicking in the start menu on the icon ***Scan To***.

4 After a short warm-up phase the document is read and the PDF file saved in the specified path.

Scanning with the TWAIN scanner driver

The TWAIN driver is installed together with the ***Companion Suite LL***. With the TWAIN scanner driver you can access the device and scan documents from any application which supports this standard.

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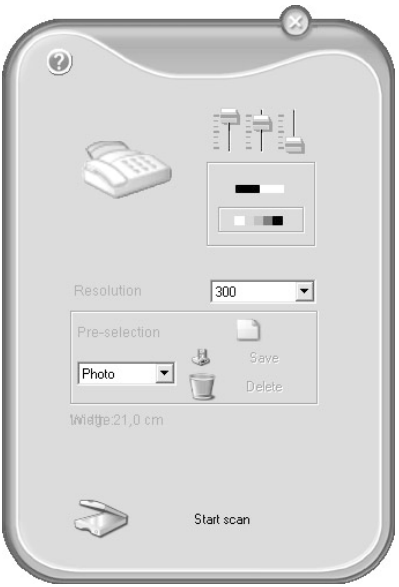
1 Insert the documents face down into the document feeder. The lower most document will be fed in first. You can insert up to 20 documents at a time.

2 Push the document guide inwards, so that it lies level on the documents.

3 Open the photo processing or graphics application which supports the TWAIN driver. Select the TWAIN Scanner Driver as your scanner. The following window appears.



If you select the controller on the upper right, a dialogue appears in which you can select the alignment and filter settings for the scan.

Using the controls beneath this, you can choose whether to scan in the black-and-white mode (also called barcode mode) or in the grey tone mode.

Enter the desired resolution for the scanner under ***Resolution***.

4 Click on the lower button ***Start scan*** to commence with the scanning process. After the scanning is finished, the document appears in the main window of the photo processing or graphics application.

Pre-selection

Under the menu item ***Pre-selection***, you can create different profiles. In a profile, you may save settings that you would like to use fairly often, for example, for scanning of a frequently-used document-type.

1 First configure all the settings.

2 Click on ***New***.

3 Enter a name for the profile.

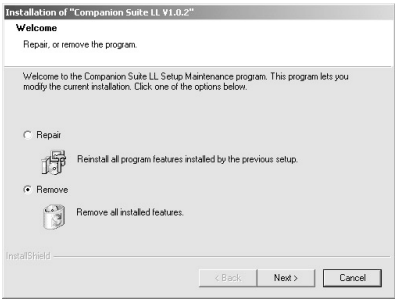
4 Click on ***Save***.

To scan documents with the saved settings, select this profile from the selection menu.

Uninstalling the Software

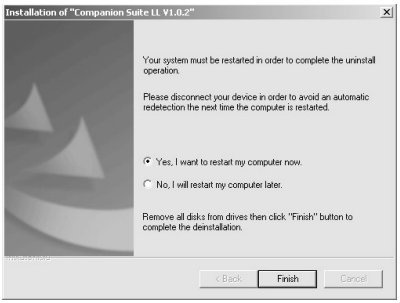
1 Close all open programs and applications before beginning the uninstall process. Load the uninstall program by clicking on ***Start*** > ***Programs*** > ***Companion Suite LL*** > ***Companion Suite LL*** > ***Uninstall*** in the Start menu. Your computer will now prepare for the uninstall process.

2 You can either repair the program or remove it. Select ***Remove***. Click on ***Next***.


Installation of "Companion Suite LL V1.0.2"
Welcome
Repair, or remove the program.
Welcome to the Companion Suite LL Setup Maintenance program. This program lets you modify the current installation. Click one of the options below.
Repair
Reinstall all program features installed by the previous setup.
Remove
Remove all installed features.
InstallShield
< Back
Next >
Cancel

3 You will be asked to confirm the uninstall. After you have clicked on ***OK***, the ***Companion Suite LL*** will be removed from your computer.

4 At the conclusion of the uninstall process you must restart your computer. Make your selection as to whether the computer should restart automatically or whether you would like to restart the computer yourself at a later time. Click on ***Finish***.


Installation of "Companion Suite LL V1.0.2"
Your system must be restarted in order to complete the uninstall operation.
Please disconnect your device in order to avoid an automatic redetection the next time the computer is restarted.
Yes, I want to restart my computer now.
No, I will restart my computer later.
Remove all disks from drives then click "Finish" button to complete the deinstallation.
< Back
Finish
Cancel

5 After rebooting has occurred, removal of the ***Companion Suite LL*** from your computer will be complete.

10 Settings

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Press **i**, 5 and **OK** to print a list of all settings of your device.

You can move the cursor using ▲/▼. Press **C** to return to the previous menu level. Press ⊘ to close the menu and return to the starting mode.

Energy Saving Mode

Your device switches into the energy saving mode by default. It is not necessary for you to set the device to this mode. Whenever you receive a fax or if you would like to print or make a copy, your device will automatically switch back from its energy saving mode to its operating mode.

Selecting the Language

1 Press **OK**, 1 2 and **OK**.
2 Use ▲/▼ to select the desired display language.
3 Confirm with **OK**.

Entering the Date and Time

1 Press **OK**, 1 3 and **OK**.
2 Enter the date (two digits for each field), for example 3 1 0 5 2 5 for May 31th, 2025.
3 Enter the time, e.g. 1 4 0 0 for 2 pm.
4 Confirm with **OK**.

Entering Your Telephone Number and Name

Your name and number are added together with date, time and page number at the top edge of each fax transmission (= header).

Enter capital letters by pressing and holding ⇧ button. You can enter special characters using ␣.

To insert special characters and symbols, press **@…**. Press **â…** to insert language specific special characters. Select with ▲/▼. Confirm with **OK**.

You can move the cursor using ▲/▼. Use **C** to delete individual characters.

1 Press **OK**, 1 4 and **OK**.
2 Enter your number.
3 Confirm with **OK**.
4 Enter the name using the keys (**A—Z**).
5 Confirm with **OK**.

Locking the Device

With the locking function, you can prevent unauthorised persons from using your device. You can lock either the entire keyboard or the number pad of your device. Only after entering of the correct code will it be possible to access functions or enter numbers. The lock will turn itself on again after each use of the device.

Entering the PIN Code

If you have already saved a code, the device will ask you to provide the old code first before you can enter a new code.

1 Press **OK**, 6 1 and **OK**.
2 Using ▲/▼ select LOCKING CODE.
3 Confirm with **OK**.
4 Enter a four-digit PIN code.

⚠ Note down your PIN code in a safe place. Should you forget the PIN code, the device must be reset to factory settings, in order to be able to access it again. All personal settings will be deleted.

5 Confirm with **OK**.
6 Enter the code again for confirmation purposes.
7 Confirm with **OK**.

Locking the Keyboard

1 Press **OK**, 6 1 and **OK**.
2 Using ▲/▼ select LOCK KEYBD..
3 Confirm with **OK**.
4 Enter the four-digit PIN code.
5 Confirm with **OK**.
6 Use ▲/▼ to select whether you would like to turn the function on or off.
7 Confirm with **OK**.

Locking the Number Pad

1 Press **OK**, 6 1 and **OK**.
2 Using ▲/▼ select LOCK NUMBER.
3 Confirm with **OK**.
4 Enter the four-digit PIN code.
5 Confirm with **OK**.
6 Using ▲/▼ select ONLY DIRECT..
7 Confirm with **OK**.

Set Resolution

The changed settings are stored as new default settings. If you select a special function for a one-time process, take care to restore the default settings or factory settings after that.

1 Press **OK**, 1 6 and **OK**.
2 Using ▲/▼ select RESOLUTION.
3 Confirm with **OK**.
4 Select the desired resolution using ▲/▼.

NORMAL—For documents without special features

FINE—For documents with small print or drawings

SFINE—For documents with many details

PHOTO—For photos

5 Confirm with **OK**.

Reducing Transmission Speed

The machine adapts the transmission speed to the line quality. This may take some time, especially for overseas connections. Set a lower transmission speed if you are sending faxes into networks with poor line quality.

1 Press **OK**, 2 1 and **OK**.

2 Select the desired speed using ▲/▼.

3 Confirm with **OK**.

Turning Page Header On/Off

Your name and number appear in the page header of each fax transmission. If you do not wish to send out your information, you can turn this function off.

1 Press **OK**, 1 6 and **OK**.

2 Using ▲/▼ select TX HEADER.

3 Confirm with **OK**.

4 Use ▲/▼ to select whether you would like to turn the function on or off.

5 Confirm with **OK**.

Switches Time Stamp On/Off

The device prints the date and the exact arrival time on every incoming fax received (also see chapter Time Stamp, page 14). You have the option of turning this function off.

1 Press **OK**, 2 6 and **OK**.

2 Use ▲/▼ to select whether you would like to turn the function on or off.

3 Confirm with **OK**.

Switching Transmission Report On/Off

After every transmission, the device prints out a transmission report. Four different settings are available for the transmission report.

1 Press **OK**, 2 5 and **OK**.

2 Use ▲/▼ to select from the following settings:

WITH—After every error-free fax transfer, a transmission report is printed. A transmission report is also printed in cases in which a fax transfer is not successfully completed because the recipient's line is busy.

WITHOUT—No transmission report will be printed. Print the fax journal for an overview of the fax messages sent.

ALWAYS—The transmission report will be printed after each successful fax transfer as well as after interrupted transfers.

ON ERROR—The transmission will only be printed if the fax transfer was not successfully completed or if it was terminated prematurely.

3 Confirm with **OK**.

Additional Fax Reception Options

Sorted Print-Outs

If your device receives fax transmissions with multiple pages, it will sort the pages as it prints them. The pages that were received last will be dispensed first. You have the option of turning this function off.

1 Press **OK**, 2 8 and **OK**.

2 Using ▲/▼ select SORTED PRINT.

3 Confirm with **OK**.

4 Use ▲/▼ to select whether you would like to turn the function on or off.

5 Confirm with **OK**.

Printing Multiple Copies

You can apply settings to your device whereby multiple copies of fax transmissions are printed out upon reception.

1 Press **OK**, 2 8 and **OK**.

2 Using ▲/▼ select NBR OF COPIES.

3 Confirm with **OK**.

4 Enter a value from 1 to 9 9.

5 Confirm with **OK**.

Setting the Ring Tones

Adjusting Volume Level

1 Press **OK**, 1 8 and **OK**.

2 Select the desired volume level using ▲/▼. To turn off the ring tone entirely, select OFF.

3 Confirm with **OK**.

Silent Fax Reception

To turn off the ring tone entirely, select OFF. Your device will automatically receive incoming faxes without ringing. If your device is set to the manual reception mode, you can neither hear nor receive incoming fax calls (also see chapter Setting the Fax Reception Mode, page 28).

Setting the Number of Rings

Set the number of rings for the fax reception mode with function 17.

1 Press **OK**, 1 7 and **OK**.

2 Choose from the list of possible ring tones using ▲/▼.

3 Confirm with **OK**.

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Setting the Fax Reception Mode

The built-in fax switch of your device distinguishes between fax messages and telephone calls. Faxes are automatically received, telephone calls can be received—even on additionally connected devices. While the device is checking the call, it continues to ring.

You have the following options available. The selected fax reception mode appears on the display.

1 Press **OK**, 1 9 and **OK**.

2 Select the desired option using ▲/▼.

3 Confirm with **OK**.

You should set the device to EXT/Answering device, Fax or Manual Mode if you have additional devices connected to the **EXT** socket of your device.

Manual Mode

The device will not receive faxes on its own. You can start fax reception manually, by pressing ◇. This setting is useful, when you want to receive faxes via a modem connected to a computer.

Fax Mode

In the fax mode, the device will ring for as many times as you have set with function 17 (also see chapter Setting the Number of Rings, page 27). Then the fax reception switches on. You should select this mode if you primarily receive faxes at your device.

EXT/Answering machine Mode

You should set the device to this mode if you have additional devices connected to the **EXT** socket of your device. If an additionally connected answering machine receives a call, your device will check to determine whether or not the incoming call is a fax transmission. If the device recognises a fax signal, it will automatically receive the fax transmission.

If you do not have an answering machine connected or if a connected answering machine does not accept the call, the device will take over the call after a predetermined number of rings and automatically receive any possible fax transmission being sent.

If you pick up at an additional device and hear that you are receiving a fax (whistling tone or silence), you can start the fax reception by pressing ✱ 5 on the additional telephone or pressing ◇ on the device. To use this function, additional telephones must be set to the tone dialling mode (DTMF/MFV tones) (for this purpose see the operating manual of your additional telephone).

Automatic Mode

If the Automatic Mode is active, the device will check to determine whether the incoming call is a fax transmission or a telephone call. The device will automatically receive fax transmissions. While the device is checking the call, it continues to ring. You can accept telephone calls at any time. After a predetermined number of rings, the device will take over the call and automatically receive a possible silent fax transmission.

Printing Lists and Help Pages

Printing the Functions List

Press **OK**, 4 1 and **OK** to print a list of all functions of your device.

You can also print the functions list by pressing **i**, 1 and **OK**.

Printing the Telephone Book

Press **OK**, 4 3 and **OK** to print a list of all saved entries and groups in the telephone book.

You can also print the telephone book by pressing **i**, 4 and **OK**.

Printing Fax Journal

The journal contains a list of the last 30 message transmissions. The journal is either printed automatically after 30 transmissions or you can print it when needed.

Press **OK**, 4 2 and **OK**. The fax journal is printed.

You can also print the fax journal by pressing **i**, 3 and **OK**.

Printing the List of Settings

Press **OK**, 4 4 and **OK** to print a list of all settings of your device.

You can also print the list of settings by pressing **i**, 5 and **OK**.

11 Telephone Lines and Additional Devices

EN

Configuring Telephone Lines and Services

Private Branch Exchange / PABX

Private branch exchanges (PABX) are typical in many offices and some households. You must dial an outside line access code in order to get a connection to the public telephone network (PSTN) from a PABX.

1 Press **OK**, 1 5 and **OK**.
2 Using ▲/▼ select NETWORK TYPE.
3 Confirm with **OK**.
4 Using ▲/▼ select PSTN or PABX.
5 Confirm with **OK**.

Setting Up an Extension

If you are operating the device within a PABX, use function 15 to set the device to the appropriate length for internal numbers and to set the code that must be dialled in order to access a public telephone line (= Outside Line Access Code).

1 Press **OK**, 1 5 and **OK**.
2 Using ▲/▼ select PREFIX.
3 Confirm with **OK**.
4 Enter the appropriate length for internal numbers. Use **C** to delete individual characters. Assume the longest internal number, then add one digit to that. If your direct dial numbers consist of four digits, then you should input 5.
5 Confirm with **OK**.
6 Enter the outside line access code with which you reach the public telephone network. This is usually 0.

> In rare cases, the outside line access code may be a different number or a two-digit number. For older telephone systems, the outside line access code can be R (= Flash). Press **R** to enter this outside line access code. If the connection to the public telephone network is not possible, contact your telephone system supplier.

7 Confirm with **OK**.

> Once these settings are in place, you will no longer need to prefix the outside line access code every time you enter an external number. The device will automatically add the outside line access code in front of numbers that are the same length or longer than the configured direct dial numbers.

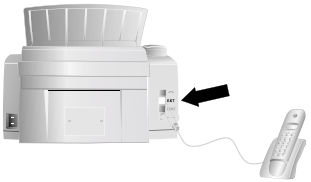
Connecting Additional Devices

You can operate other devices on a telephone line, for instance cordless telephones, answering machines or modems.

> If you use a cordless telephone with SMS function on the same line, the handset number (sub-address) will determine which terminal will receive the SMS.

Connection to the Device

You can connect additional devices directly to your device. Insert the telephone cable of the additional device into the **EXT**- socket (RJ-11-connection) on the device.



> We recommend direct connection to the device because this allows the fax switch to function optimally and to control the additional devices.

Connection to the Telephone Line

In order for the fax switch to function, the machine must be first in the series if multiple devices are connected to the same telephone socket. Follow the correct order.

> If you have multiple telephone sockets for the same telephone line, the machine must be connected to the first telephone socket.

Using Additional Telephones (Easylink)

With the Easylink function you can control your device with additional telephones. To use this function, additional telephones must be set to the tone dialling mode (DTMF/MFV tones) (for this purpose see the operating manual of your additional telephone).

Starting Fax Reception

If you pick up at an additional device and hear that you are receiving a fax (whistling tone or silence), you can start the fax reception by pressing * 5 on the additional telephone or pressing ◇ on the device.

Taking Over the Line

If you pick up on an additional telephone and the machine continues to ring or attempts to receive a fax, you can disconnect the machine from the line. Press * * on the additional telephone.

12 Service

EN

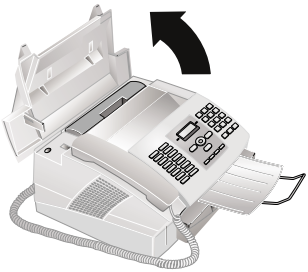
Changing the Toner Cartridge

Use only original consumable materials. These are available from Belgacom. Other consumable materials could damage the machine or shorten its service life.

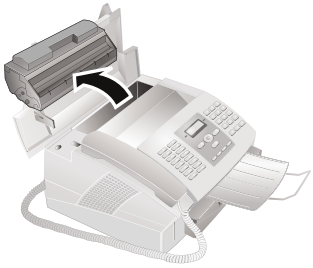
Follow the instructions on the packaging of the consumable materials.

Before you can receive documents, make copies, or print, a toner cartridge must be inserted into the device. For this reason, a starter cartridge is supplied with the device. The toner level memory for this starter cartridge was set at the factory. The starter cartridge need not be updated with a Plug'n'Print card. For each additional toner cartridge that you insert into your device, you must update the toner level memory with the Plug'n'Print card provided.

1 Open the cover by taking hold of **both** document guides and tipping the cover backward.



2 Remove the old toner cartridge, by gripping it at the recess in the middle and pulling it upward.



⚠ Carefully remove the toner cartridge from the device so that no toner dust spills out. Take care where you place the toner cartridge, escaping toner dust may soil the surface.

Store opened or used toner cartridges in their original packing or in a plastic bag in order to prevent toner dust from escaping. Dispose of old toner cartridges by turning them in at specialised shops or at a waste collection site. Never dispose of toner cartridges by throwing them into fire. Toner cartridges should never be allowed into the hands of children.

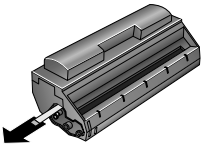
⚠ Never open a toner cartridge. If toner dust is released into the air, you should avoid allowing it to contact your skin and eyes. Do not inhale the released toner dust. Remove the toner dust from clothing or objects with cold water; hot water would only cause the toner to set.

3 Take the new toner cartridge from the package.

4 Remove the black protective foil and other packaging material, **but do not yet remove the protective strip from the cartridge**.

5 Shake the new toner cartridge back and forth several times in order to distribute the toner evenly, thereby improving the print quality.

6 **Only after** completely pull off the protection strip located on the left side of the cartridge.



⚠ Once you have removed the protection strip, do not shake the toner cartridge any more. Otherwise, it is possible that toner dust will be released into the air.

7 Place the toner cartridge into your device. The cartridge should snap securely into position.

8 Close the cover. Make sure that the cover snaps securely into position on both sides.

9 `NEW CARTRIDGE?` appears on the display. Confirm with **OK**.

10 Wait until INSERTCARD appears on the display. Push the Plug'n'Print card of the new toner cartridge into the opening on the left side next to the paper tray, with the contacts facing to the left.

Should the error message UNREADABLECARD appear on the display, you may have inserted the Plug'n'Print card incorrectly. The contacts must face to the left as you insert the card into the device.

11 It may take a moment to update the cartridge. When the process is completed, the following appears on the display: ACTION COMPLETED / EJECT CARD.

12 Pull the Plug'n'Print card out of the device.

You can interrupt the recharging process at any time, by pressing ⊘. However, the toner level memory must be updated for each new toner cartridge.

Restart the Recharging Process

1 Press **OK**, 6 2 and **OK**.

2 Using ▲/▼ select NEW BLACK.

3 Confirm with **OK**.

4 Using ▲/▼ select YES. After a short time, the device will ask you to insert the Plug'n'Print card.

If the toner level of the cartridge is low, then every time you open and close the cover, the following question will appears on the display: BLACK=NEW?. If you have not installed a new cartridge, press ⊘. If you have installed a new cartridge, press **OK** and follow the description set forth above.

Displaying the Toner Level

Whenever you insert a new toner cartridge, you must update the toner level memory of your device with the Plug'n'Print card that is included with the new cartridge. Your device registers the extent of toner usage for every print-out and calculates the toner level of the cartridge based on this. The indicated toner level is only meaningful if you update each new toner cartridge with the Plug'n'Print card that is provided with the cartridge.

1 Press **OK**, 6 2 and **OK**.

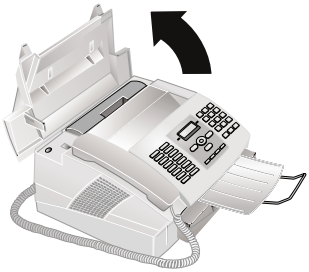
2 Select with ▲/▼ CART CAPACITY.

3 Confirm with **OK**. The toner level of the toner cartridge is indicated by a percentile value between 100 percent (full) and 0 percent (empty).

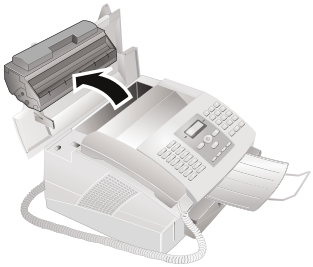
Fixing a Paper Jam

Your device is equipped with sensors that quickly recognise a paper or document jam. If trouble of this sort arises, the feeding of the printer paper or document is stopped immediately.

1 Open the cover by taking hold of both document guides and tipping the cover backward.



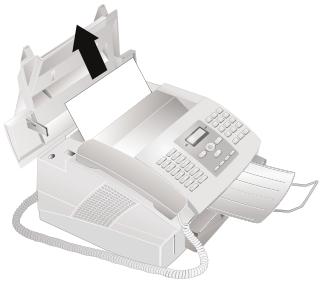
2 It is possible that you will have to remove the toner cartridge in order to reach the paper.



⚠ Carefully remove the toner cartridge from the device so that no toner dust spills out. Take care where you place the toner cartridge, escaping toner dust may soil the surface.

EN

3 Carefully pull out the paper.



⚠ In case of a paper jam, do not forcefully remove the paper, but rather pull it gently out of the device and throw it away carefully. It is possible that the toner may not be completely set on the printout, and toner dust could be released into the air. Do not inhale the released toner dust. Remove the toner dust from clothing or objects with cold water; hot water would only cause the toner to set.

4 Reinsert the toner cartridge and close the cover. Make sure that the cover snaps securely into position on both sides.

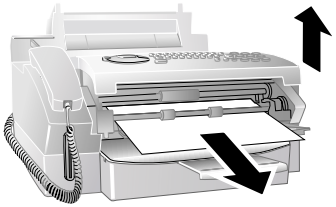
If the toner level of the cartridge is low, then every time you open and close the cover, the following question will appears on the display: BLACK=NEW?. If you have not installed a new cartridge, press ⊘. Whenever you have installed a new toner cartridge, press **OK**, and update the toner level memory (also see chapter Changing the Toner Cartridge, page 30).

Fixing a Document Jam

If a document jam should occur in the front area:

1 Lift the panel upwards until it snaps into position.

2 Carefully pull the paper or document forwards until it is released.



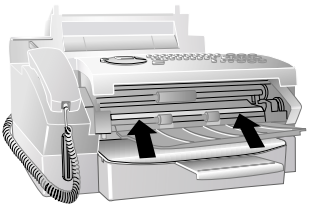
3 Close the panel.

Cleaning

⚠ Unplug the device from the power socket before cleaning it. Use a soft, lint-free cloth. Never use liquid or easily flammable cleansers (sprays, abrasives, polishes, alcohol, etc.). Do not allow any moisture to reach the interior of the device.

1 Lift the panel upwards until it snaps into position.

2 Wipe the scanner glass with a soft, dry and lint-free cloth behind the rollers for the paper guide.



3 Close the panel.

Power Cycling

If a problem occurs that cannot be corrected with the instructions in this user manual (see also the help below), follow the steps given here.

1 Pull out the power plug.

2 Wait at least ten seconds, then plug the power plug back into the socket.

3 If the error occurs again, please contact Belgacom.

Problems with Faxing	
No fax transmission No dial tone when lifting the headset	Check the installation of the device. Check that the device is connected to the mains voltage. Connect the telephone cable to the socket marked **EXT**. Insert the telephone plug into your PTT line socket. If possible test your device in another telephone line before you contact technical customer services. Follow the instructions on the display.
Fax transmissions are constantly interrupted.	Try to send the fax manually: Press [ ] and dial the number. If the recipient is using an answering machine, wait until you hear a whistling tone. Press ◇. It is possible that the recipient's device is not ready to receive.
Fax transmission to a fax number is not possible.	Call the number and check whether the number is a fax number and whether the connected fax device is ready to receive (whistling tone or silence). You can eavesdrop while the connection is establish (page 13).
Faxes sent are of poor quality.	Modify the resolution. Test the device by making a copy of the document. If the device is in order, the device of the recipient might be defective. Test the scanner by printing the functions list (press **i**, [1] and **OK**). If the function list is printed perfectly, it is possible the scanner is dirty or defective. Clean the scanner.
No fax reception	Check whether the manual fax reception mode is set. The device will not receive faxes on its own (page 28).
You hear a whistling tone or silence in the handset.	The call is a fax. Press ◇ on the device. Press [*][5] on the additional telephone. Hang up.

Problems with Printing	
No printing Printing is interrupted.	Paper or document jam, no paper or toner cartridge. Follow the instructions on the display.
Copy is blank or the recipient has received a blank sheet	Insert the documents face down into the document feeder.
The device produces white lines when printing.	Clean the toner drum with a soft cloth. Clean the scanner (also see chapter Cleaning, page 32).
The device produces black lines when printing.	The toner cartridge is damaged and must be replaced. Use only original consumable materials.
The device makes a noise during printing.	The toner cartridge is almost empty and must be replaced. Use only original consumable materials.
Received faxes and copies are too light.	The sender's device is not set optimally. If the copy is also too light the toner is almost all gone and must be replaced. Use only original consumable materials.

Problems with the PC	
Message on the PC: No connection to the printer	Check the installation of the device. Check whether the USB cable is connected and the ***Companion Suite LL*** software is installed on to the PC. Check whether the device is installed in the printer menu of the PC as ***Laser Printer Scanner***. It is possible that a firewall or anti-virus programme installed is disrupting the connection to the device.
Message on the PC: Check the printer	The toner cartridge is almost empty and must be replaced.

13 Glossary

Additional Devices

You can connect additional devices to your device, such as answering machines, telephones, charge meters and computer modems; these can be connected either in series or in parallel. Parallel connection means that the devices are connected to another telephone socket of the same line. If you connect the devices to the external socket of your device, they are connected in series. The fax switch of your device can control and regulate only devices connected in series.

Broadcasting

see Sending to Multiple Recipients

Call-by-Call

Selection of the telephone service provider for each telephone call. It is possible to place telephone calls through different private service providers. By placing prefixes in front of the actual telephone number, one can choose a different service provider for each telephone call without entering into a firm contract relationship.

Caller List

The numbers of the last callers are stored in the caller list. This function requires that the caller identification function be enabled for your PTT line and that the caller not suppress the transmission of his or her telephone number (see Calling Line Identification).

Calling Line Identification (CLIP)

There are two types of Calling Line Identification Presentation (CLIP). If someone calls you, your device will show the caller's telephone number on the display. If another caller places a call to you while you are having a telephone conversation, you will hear a tone. Your telephone company must offer both services and must enable them for your PTT line. The transmission of your telephone number can be turned on and off temporarily or it can be turned off permanently (Calling Line Identification Restriction, CLIR).

CCITT

Comite Consultatif International Téléphonique et Télégraphique (predecessor of ITU)

CE

Conformité Européenne

Chain Dialling

see Combining Numbers

Chain Dialling

Before the dialling process begins, you can freely combine and edit telephone book entries, manually entered digits, numbers from the redial list or numbers from the caller list. For example, if you have saved the telephone number prefix of an inexpensive telephone service-provider (see Call-by-Call) as a telephone book entry, select this entry and manually enter the desired telephone number or select another number from the telephone book, the redial list or the caller list.

CLIP

Calling Line Identification Presentation (see Calling Line Identification)

CLIR

Calling Line Identification Restriction (see Calling Line Identification)

CNG

Calling Signal (see Fax Signal)

Dialling Pause

Long-distance numbers or telephone numbers with subaddresses/extensions sometimes require the insertion of a dialling pause to prevent the dialling from occurring too quickly and resulting in a loss of the connection. The second part of the number is dialled only after a short pause.

Direct-Dial Number

Number used to directly dial a specific extension of a private branch exchange.

DTMF

Dual Tone Multi Frequency (see Tone Dialling)

Dual Tone Multi-Frequency (DTMF)

see Tone Dialling

Easylink

The Easylink function offers you additional options for managing external devices that are connected to the same telephone line as your device (starting fax reception, taking over the line, see Additional Devices). To use this function, additional telephones must be set to tone dialling (DTMF tones).

ECM

Error Correction Mode

Encoding

The data of your fax transmission are encoded and compressed for the transmission. The minimum standard is MH (Modified Huffmann). Better encoding methods are MR (Modified Read) or MMR (Modified Modified Read).

Energy Saving Mode

The device is normally in the energy save mode. Whenever you receive a fax or if you would like to print or make a copy, your device will automatically switch back into operating mode (see Warm-Up Phase).

Error Correction Mode (ECM)

The ECM method reduces transmission errors that result, for example, from bad telephone lines, thereby reducing the duration of transmissions. Both of the connected fax machines must support ECM.

Fax Groups
Fax machines are classified in terms of internationally standardised fax groups based on their transfer type and speed. Connections between two devices of different groups is possible; the lowest common transfer rate is selected. The determination of the speed takes place during the handshake (see Handshake). Fax groups 1 to 3 are analogue fax machines. Nowadays, groups 1 and 2 are hardly to be found any longer; fax machines of group 3—which have a transfer speed that ranges from 9,600 to 33,600 bps—are currently most standard. Group 4 fax machines are digital devices that function exclusively on ISDN systems. They have a maximum transfer speed of 64,000 bps.

Fax Polling
With active fax polling, one can retrieve a document from another fax machine. For fax polling from a larger company offering several polling services, you can also enter sub-addresses / direct-dial numbers. In order to do this, you must insert a dialling pause between the fax number and the sub-address (see Dialling Pause).

Fax Signal, CNG Tone (= Calling Signal)
The tone that a fax machine sends out to announce a fax transmission. When the CNG tone occurs, the fax switch of the device recognises an incoming fax call and starts the fax reception.

Fax Switch
The fax switch checks incoming telephone calls and controls the ringing behaviour of the fax machine. According to the selected mode, fax transmissions will be received either automatically or manually.

Handshake
The handshake is the initial and final phase of a fax transmission. After establishing of the connection, fax machines check the group affiliation and features such as size compression or grey tones. After the fax transmission has been completed and before the connection is terminated, the receiving device confirms receipt of the transmission (see Fax Groups).

Hard modem
The hard modem is a fixed, built-in modem. In contrast to the soft modem, its features and functions are fixed and thus cannot be changed (see Soft Modem, see Modem).

ISDN
Integrated Services Digital Network

ITU
International Telecommunications Union (UN organisation)

Journal
The journal contains information pertaining to the last telephone calls as well as to sent and received faxes and SMS messages. The journal can be printed out manually or the machine can be set to dispense automatic print-outs at specific times.

LCD
Liquid Crystal Display

LED
LED: Light Emitting Diode

Memory
If there is no paper or toner in your device, the device will store incoming fax transmissions in its memory. SMS messages are stored in the SMS memory.

MH
Modified Huffmann (encoding process for faxes, see Encoding)

MHC
Modified Huffmann Code (encoding process for faxes, see Encoding)

MMR
Modified Modified Read (encoding process for faxes, see Encoding)

Modem
A modem converts digital computer signals into acoustic signals and vice versa. Analogue telephone lines transfer only acoustic signals, not digital signals (see Hard Modem, see Soft Modem).

MR
Modified Read (encoding process for faxes, see Encoding)

MRC
Modified Read Code (encoding process for faxes, see Encoding)

Outside Line Access Code
The outside line access code is the number or letter that must be dialled before the actual telephone number on a telephone of a private branch exchange in order to establish a connection to the public telephone network (see Private Branch Exchange).

PABX/PBX
Private Automatic Branch Exchange

Parallel Connection
see Additional Devices

Plug'n'Print Card
Smart card used to set the toner level memory to full after installing new toner cartridges.

Polling
see Fax Polling

Private Branch Exchange
Private branch exchanges are common in larger companies. Even private ISDN systems can be branch exchanges. To establish a connection to the public telephone network from a private branch exchange, one must dial a number or press a key before the actual telephone number; in most cases this is zero (see Outside Line Access Code).

PSTN
Public Switched Telephone Network

Pulse dialling
A dialling process that is used in older telephone networks. You hear a clicking for each number dialled (see Tone Dialling).

RAM
Random Access Memory

Resolution
Number of dots per inch (dpi). For sending and receiving faxes, the resolution options available are Normal, Fine, SFine and Photo. For copying, the available resolutions are Fast, Quality and Photo. The higher the resolution, the longer it takes to complete the transmission.

RJ-11
Registered Jack 11 (also called Western plug, standardised telephone plug)

Scanning
The reading of a document into the fax memory or into the computer in order to send it, copy it or edit it.

Sender Identification (= Header)
The telephone number and name of the sender as well as the date and time of the fax transmission appear in the upper margin of each received fax.

Sending to Multiple Recipients (= Broadcasting)
With this function, you can send a fax or an SMS message to multiple recipients.

Serial Connection
see Additional Devices

SMS
Short Message Service

soft modem
The device does not contain a fixed, built-in modem. A program executes the modem function on demand and accesses the device memory (RAM). The features and functions of the soft modem can be modified by altering the software (see Hard Modem, see Modem).

Time Stamp
The exact date and time of receipt appear in the page header of each received fax. A memory buffer guarantees that exact data are issued even after a power loss. In this way, you can verify exactly when a fax has reached you.

Tone Dialling (= Dual Tone Multi-Frequency)
In many countries, tone dialling has replaced pulse dialling, in which each number was sent as a corresponding number of pulses. With tone dialling, a specific tone is assigned to each key (referred to as DTMF tones).

Toner Level Memory
Update the toner level memory of your device with the Plug'n'Print card that is included with each new toner cartridge. Your device registers the extent of toner used for every print-out and calculates the toner level of the toner cartridge on that basis. The indicated toner level is only meaningful if you update each new toner cartridge with the Plug'n'Print card that is provided with the cartridge.

Transfer Speed
CCITT/ITU has published international standards for the transmission of data over telephone lines. All short names begin with V, so these are also referred to as V standards. The most important transmission speeds for fax transmissions are: V.17—7.200 to 14.400 bps, V.21—max. 300 bps, V.22—max. 1.200 bps, V.22 bis—max. 2.400 bps, V.27 ter—max. 4.800 bps, V.29—max. 9.600 bps, V.32 bis—max. 14.400 bps, V.34—max. 33.600 bps

TWAIN
(Tool Without an Interesting Name) With the TWAIN scanner driver you can access the device and scan documents from any application which supports this standard.

USB
Universal Serial Bus (computer port)

Warm-Up Phase
Normally, the device is in the energy saving mode (see Energy Saving Mode). In the warm-up phase, the device heats up the printing unit until it has reached the necessary operating temperature, after which the copy or fax can be printed out.

14 Appendix

EN

Technical Data

Dimensions (L × H × W) ..... 370 × 200 × 330 mm
Weight ..... 7,25 kg
Power Supply ..... 220 – 240 V ~ / 50 – 60 Hz
Power Consumption
Stand-by mode ..... < 8,5 W
Transmission ..... < 17 W
Reception ..... < 20 W
Recommended Ambient Temperature ..... 5 – 35 °C
Relative humidity ..... 15 – 85 % (non-condensing)
Type of connection ..... PSTN · PABX

Standards

Safety ..... EN 60950-1
Emissions ..... EN 55022 Class B
..... EN 61000-3-2
..... EN 61000-3-3
Immunity to electrical noise ..... EN 55024

Scanner

Type ..... Black-and-White · 256 grey tones
Scan width ..... 210 mm
Horizontal resolution ..... 8 dots/mm
Vertical resolution ..... Standard: 3,85 lines/mm
..... Fine: 7,7 lines/mm
..... SFine: 15,4 lines/mm
Speed 6 seconds/A4-page

Printer

Type ..... Class 1 Laser Printer
Warm-Up Time ..... approx. 15 seconds
Breadth ..... 200 mm
Resolution ..... 600 dpi
Speed ..... up to 16 pages/minute

Memory

Telephone book ..... up to 200 entries
Fax messages ..... up to 400 pages (standard test letter)
SMS messages ..... up to 30 SMS messages

Paper

Capacity ..... 250 sheets
Size ..... A4 · 210 × 297 mm
Thickness ..... 0,08 – 0,12 mm
Weight ..... 60 – 90 g/m²

Document Feeder

Capacity ..... 20 sheets
Breadth ..... 218 mm
Length ..... 600 mm

Fax

Type ..... Group 3
Compatibility ..... ITU-T T.30
Data compression ..... MH · MR · MMR
Transmission speed ..... 33.600 bps

Copier

Type ..... Black-and-White · 64 grey tones
Resolution ..... Fast: 200 × 300 dpi
..... Quality: 400 × 300 dpi
..... Photo: 400 × 300 dpi
Multiple Copies ..... up to 99 pages

Computer-/Network Connection

Type of connection ..... USB 1.1 · USB 2.0 Full Speed
Supported Operating Systems
..... Windows 2000 (SP 3) · ME · XP · Vista

Technical specifications subject to change without notice.

Warranty

The Equipment you have bought has been carefully selected by Belgacom and is covered by a two-year warranty on spare parts and labor in the event of any material or manufacturing defect, unless otherwise specified. The warranty shall be valid from the date on which the equipment is collected or delivered.

If you have any problems with the equipment, you should take it to a Teleboutique or to one of our authorized agents, in its entirety and in its original packaging, or in packaging providing the same degree of protection, together with the original receipt. The addresses for our Teleboutiques and authorized agents are given in the Information Section of the White Pages.

Your equipment will be repaired or replaced free of charge, on presentation of the receipt, in the event of any material or manufacturing defect.

Belgacom alone shall determine what repairs and/or replacements are necessary. The warranty on the repaired or replaced equipment shall end on the date on which the original warranty on the purchased equipment expires, but shall not be less than 3 months.

The warranty shall not cover:

- damage of any kind that does not predate the sale;

- any damage, faults or defects attributable to the Customer or to causes unrelated to the Equipment: lightning, power surges, humidity, accidental damage, improper use or poor maintenance, failure to comply with the instructions in the user manual, and force majeure;

- the repair or replacement of movable parts (cords, wires, plugs, aerials, etc.), consumables (cells, batteries, paper, ink, etc.) needing regular replacement and the supply of cleaning products.

The warranty shall not apply:

- to any changes or repairs to the terminal Equipment undertaken by the Customer himself/herself or through the services of persons not designated by Belgacom;

- if the Customer removes or tampers with the manufacturer's serial numbers and/or brand names on the terminal Equipment.

Belgacom shall not be liable for any indirect or immaterial loss sustained by the Customer as a result of the malfunctioning of the terminal Equipment, such as any loss of production, revenue or contracts.

The General Terms and Conditions for the Sale of Terminal Equipment can be obtained on request from any Belgacom service available to the public or at www.belgacom.be

belgacom

Belgacom SA under public law,

Bd. du Roi Albert II 27, B-1030 Brussels

VAT BE 0202.239.951, Brussels Register of Legal Entities

CE

The CE symbol confirms conformity with the EU directives that apply to the device.

The equipment that you bought has required the extraction and use of natural resources for its production. It may content hazardous substances for the health and the environment.

In order to avoid the dissemination of those substances in our environment and to diminish the pressure on the natural resources, we encourage you to use the appropriate take-back systems. Those systems will reuse or recycle most of the materials of your end life equipment in a sound way.

The crossed-bin symbol invites you to use those systems.

If you need more information on the collection, reuse and recycling systems, please contact your local or regional waste administration.

You can also contact us for more information on the environmental performances of our products.

This user manual was printed on recycled paper bleached without chlorine. This satisfies the highest standards for low environmental impact. The cardboard packaging used and the packaging inserts of paper and cardboard can be disposed of as waste paper. The plastic foil may be submitted for recycling or disposed of with waste not intended for recycling, depending on the requirements in your country.

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The reproduction of certain documents (e.g. by scanning, printing, copying) is prohibited in many countries. The list of such documents below is not intended to be complete, it only offers a general overview. In case of doubt, consult your legal advisor.

· Passports (personal identification)
· Entrance and exit visa papers (immigration papers)
· Military service documents
· Bank notes, travel checks, payment orders
· Postage stamps, tax stamps (stamped or unstamped)
· Loan papers, certificates of deposit, bonds
· Documents protected by copyright

Follow the statutory regulations of your country with regard to the legal validity of fax transmissions—particularly in connection with the validity of signatures, meeting delivery deadlines or disadvantages resulting from the loss of quality in the transmission, etc.

Take care to maintain the statutory regulations of your country regarding telecommunications secrecy and data privacy.

This product is intended for use on an analogue public telecommunications network (PSTN) and in the country specified on the packaging. Use in other countries can result in faulty functioning.

For more information, please contact the technical service centre for your country. Should problems arise during use of your machine, please contact your retailer first.

Neither Belgacom nor its affiliates shall be liable to the purchaser of this product or third parties for damages, losses, costs, or expenses incurred by the purchaser or third parties as a result of accident, misuse, or abuse of this product or unauthorized modifications, repairs, or alterations to this product, or failure to strictly comply with Belgacom operating and maintenance instructions.

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Belgacom shall not be held liable for any damage resulting from electromagnetic interference that occurs from the use of any interface cables other than those designated as Belgacom products.

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This user manual is a document that does not represent a contract.

Errors, printing errors and changes are reserved.

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EN

EC-DECLARATION OF CONFORMITY
EG-KONFORMITÄTSERKLÄRUNG
CE-DECLARATION DE CONFORMITE
EG-VERKLARING VAN OVEREENSTEMMING

Reference number/ Referenznummer/ Numéro de référence/ Referentienummer: 761-08-0010

We
Wir
Nous
Wij

Sagem Communications Austria GmbH
Gutheil-Schoder-Gasse 17
A-1230 Wien, Österreich

--

declare under our responsibility that the product / *erklären unter unserer Verantwortung, daß das Produkt / déclarons sous notre responsabilité que le produi / verklaren onder onze verantwoording, dat het product*

Belgafax™ 802

to which this declaration relates is in conformity with the following standard(s) or other normative document(s):
auf das diese Deklaration verweist, mit den folgenden Normen oder anderen normativen Dokumenten übereinstimmt:
qui est l'objet de la présente déclaration, est conforme aux normes suivantes ou à d'autres documents normatifs:
waarnaar deze declaratie verwijst, aan de volgende normen of andere normatieve documenten voldoet:

Safety / *Sicherheit / Sécurité / Veiligheid:*

EN 60950-1:2001 + A11:2004

Electromagnetic Compatibility / *Elektromagnetische Verträglichkeit / Compatibilité électromagnétique / Elektromagnetische compatibiliteit:*

EN 55022:2006 class B
EN 55024:1998 + A1:2001 + A2:2003
EN 61000-3-2:2006
EN 61000-3-3:1995 + A1:2001 + A2:2005

following the provisions of the Directive 1999/5/EC on radio equipment and telecommunication terminal equipment and the mutual recognition of their conformity.
gemäß den Bestimmungen der Richtlinie 1999/5/EG über Funkanlagen und Telekommunikationsendeinrichtungen und die gegenseitige Anerkennung ihrer Konformität.
d'après les dispositions de la Directive 1999/5/CE concernant les équipements hertziens et les équipements terminaux de télécommunications et la reconnaissance mutuelle de leur conformité.
conform de bepalingen in de richtlijn 1999/5/EG betreffende radioapparatuur en telecommunicatieeindapparatuur en de wederzijdse erkenning van hun conformiteit.

Dr. Wolfgang ADLHART, Managing Director

Name and Function of authorised person
Name und Funktion der zeichnungsberechtigten Person
Nom et Fonction de la personne autorisée
Naam en functie van bevoegd persoon

Vienna, 2008-05-16

Place and date of issue
Ort und Datum der Ausstellung
Lieu et date de signature
Plaats en datum van handtekening

Signature of authorised person
Unterschrift der zeichnungsberechtigten Person
Signature de la personne autorisée
Handtekening van bevoegd persoon

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